

Position Description

Title: Past President

Term: 1 year

Method of Appointment: Elected by Membership at Annual General Meeting

Reporting Structure: Reports to President

Time Commitment: 0.25 hours per week

Our Association:

The Manitoba Library Association (MLA) is a provincial, voluntary, incorporated association with both personal and institutional members. As a registered charity, our Association has a strictly non-profit, educational orientation. Our Mission is to provide leadership in the promotion, development and support of library and information services in Manitoba for the benefit of MLA members, the library and information community and the citizens of Manitoba. Our Goals are to:

- promote public awareness of library services and library issues in Manitoba.
- promote and foster ties among the individuals, organizations and institutions in the library community and information resource management sector in Manitoba and Canada.
- provide educational opportunities in the library field throughout Manitoba.
- advocate the development of comprehensive and accessible library and information services throughout Manitoba.
- disseminate information, which supports the goals and objectives of the Association and the welfare of the library community, locally and nationally.
- strive for the continued membership growth of the Association and in both rural and urban Manitoba.
- ensure the Association's fiscal stability and accountability.

Position Scope:

The Past President provides leadership to the Board and, primarily, serves to support the President. The Past President shares information and offers guidance in decision making to the President, ensuring that they have the necessary information and resources to perform their duties.

Benefits of the Position:

- Opportunity to expand on and/or develop skills relevant to the profession in a safe and supportive environment
- Develop a rich and fulsome portfolio of experiences and strengthen your Resume or Curriculum Vitae
- Satisfaction of making a difference in the community
- Opportunity to connect with other, committed individuals in the profession and throughout Manitoba
- Ability to network with colleagues across Manitoba
- Increased understanding of group dynamics and relationships
- May have the opportunity to represent the Association at the national level, through The Partnership, which the Association is a member of

Required Skills:

- A commitment to, and clear understanding of, the mission and vision of the Association
- Excellent verbal and written communication skills
- Ability to lead a diverse team
- Strong organizational skills
- Excellent diplomacy skills
- Ability to think critically and exercise good judgement in decision making

Desirable Skills and/or Experience:

- One year as the President of the Manitoba Library Association

Duties:

- Attends scheduled Board meetings, though regular attendance is not required
- Provides support and guidance to the President
- Assists Board members as needed
- May serve as a signing officer on Board bank account
- Serves on the Financial Standing Committee
- Prepares to exit the Board, ensuring the smooth transition of Association knowledge and paperwork over to the President and Vice President

Deliverables:

1. Provides a brief written report of activities for Board meetings.
2. Assists the President in the planning of the Association's annual general meeting

Creation Date: 23 July 2021; KM

Review Date: