

Position Description

Title: President

Term: 1 year

Method of Appointment: Elected by Membership at Annual General Meeting

Reporting Structure: Reports to Membership ; Accountable to the Executive

Time Commitment: 1 hour 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 President provides leadership to the Executive and Board of Directors. In collaboration with the Vice President, the President is responsible for leading, guiding, and directing the work of the Board in order to achieve the Association's overall strategic goals. The President maintains awareness of both the local and national library and information community, including trends, events, and activities. The President is the key representative or 'voice' of the Association to all stakeholders, including members, the library community, media sources, and partners (The Partnership, CFLA, other local associations).

Benefits of the Position:

- Development of key leadership goals required for managerial and supervisory employment positions
- 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 previous service on a Board
- One year as the Vice President of the Manitoba Library Association

Duties:

- Works with the Secretary to set up and arrange Board meetings
- Regularly attends and Chairs scheduled Board meetings
- Ensures the Board adheres to its bylaws and constitutions
- Keeps Board activities focused on the organization's strategic priorities
- Orients incoming President
- Serves as a signing officer on Board bank account
- Serves on the Financial Standing Committee
- Leads the Board in annual strategic planning exercises, setting goals as appropriate and ensuring activities are completed
- Moves into the Past President position at the end of a one year term as President

Deliverables:

1. Provide a brief written report of activities for the Annual Report
2. Provides brief written reports of activities for Board meetings
3. Plans and hosts the Association's annual general meeting
4. Provide a report to membership at the Annual General Meeting on general activities and accomplishments
5. Plans for and engages the Board in strategic planning, including goal setting and achievement

Review Date: July 23, 2021; KM