
Position Description

Title: Director at Large - Advocacy

Term: 2 years

Method of Appointment: Elected by Membership at Annual General Meeting

Reporting Structure: Reports to the President

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

Position Scope:

The Director at Large - Advocacy serves as a central point of contact and expertise for advocacy in libraries. The Director leads an Advocacy Committee tasked with considering and discussing advocacy-related issues, working with the MLA President and Board to address timely matters impacting library programming and services, and providing training or resources to support advocacy efforts and related skill development in members of the Manitoba library community.

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 a clear understanding of, the mission and vision of the Association
- Knowledge of the meeting procedures, decision-making rules, governance policies and the bylaws and constitution of the Association
- Understanding of the issues facing libraries and library professionals in Manitoba and Canada
- Strong organizational skills
- Excellent communication skills
- Ability to work effectively in a team environment as well as work independently

Desirable Skills:

- One year of previous service on a Board
- Experience serving in an advocacy role for an association, organization or in the workplace

Duties:

- Regularly attends scheduled meetings
- Orients incoming Director at Large - Advocacy
- Monitors Advocacy email and responds to incoming emails and correspondence
- Maintains and organizes electronic documents and filing related to the position
- Works closely with Board members, especially the Trustees Division Chair, to ensure targeted and timely advocacy
- Leads and oversees the Advocacy Committee, including recruiting new members, bringing issues forward to the Board, negotiating and directing the work of Committee members
- In collaboration with the Board, raises, leads discussions, and addresses as appropriate, advocacy issues raised by the Board members, MLA members and/or members of the library community

Deliverables:

1. Provide a verbal or written monthly report on activities and related information at Board meetings
2. Provide a brief written report of activities for the Annual Report

Creation Date: October 22, 2021; KM

Review Date: