



MLA Annual Conference Workgroup

Approved September 2021

Revised: February 2023

General Workgroup Description

The Michigan Library Association's Annual Conference Workgroup assists in the development, planning, and execution of the annual conference held every October. The conference is MLA's largest event and is targeted to library workers of all skill and experience levels as well as library trustees and MLS/MLIS students.

Workgroup Membership and Meetings

The workgroup shall include between 8-15 members that meet monthly via Zoom. The workgroup will include a diverse cross-section of members representing varied experience level, library size and type, geography, and job title to provide insight and value for all conference attendees. The MLA Program and Event Director will serve as staff liaison.

All workgroup members are required to attend a virtual MLA volunteer development training. Workgroup members are expected to attend the full MLA Annual Conference, but special consideration can be made for those unable to attend.

Authority and Responsibilities

The annual conference workgroup shall be responsible for two distinct areas:

Content Development and Planning

- Understand the current needs of public, academic, and special library workers across the state of Michigan
- Determine event theme/focus and goals
- Recruit potential keynote and featured speakers
- Draft the call for breakout session proposals
- Review session proposals according to determined guidelines and select breakout sessions for acceptance
- Develop special events and networking opportunities
- Solicit event sponsors and exhibitors
- Assist in marketing the event to MLA members and non-members
- Provide reports when requested by the MLA Board of Directors or Executive Director

On-site Event Support

- Staff event registration desk
- Assist with onsite setup
- Act as room moderators during breakout sessions
- Introduce speakers
- Visit and thank sponsors and exhibitors

- Other duties as assigned

Workgroup Terms

16-month term, beginning in July and concluding the following November.

Chair and Vice Chair Selection

The workgroup will have a chair and vice-chair as selected and approved by MLA staff. The vice chair is encouraged to serve as chair the following year.

Chair Responsibilities

The workgroup chair will be expected to provide a conference orientation to the MLA Board of Directors at either the September or December board meeting the year prior to the conference. This orientation shall include a review of conference goals, planned conference theme or focus, and any other relevant information.

The workgroup chair will be expected to help lead the workgroup. The vice-chair is encouraged to serve as chair the proceeding year.

Duties of the Chair include, but are not limited to:

- Determine final conference theme and schedule alongside MLA staff
- Send meeting reminders to workgroup members
- Assist MLA staff to develop meeting agendas and lead workgroup meetings

Duties of the Vice-Chair include, but are not limited to:

- Take meeting notes and post them to Google Drive
- Assist conference chair as needed

Communications

The workgroup will communicate via two primary methods: MLA will create a group email e-list and a shared Google Drive. A Google email address is required to access the drive but may be a different email address than is added to the e-list. The e-list will be used for questions and ongoing communication, and the Google Drive will store collaborative documents, resources, meeting notes and agendas.

Qualifications

This is an opportunity for an individual who is passionate about the success of MLA's members. Workgroup members should be current MLA individual members throughout the length of their term, and must be willing to be creative, innovative, and show leadership skills throughout the conference planning process.

Members may have achieved leadership stature in MLA and/or in Michigan libraries or show interest in developing their skills further.

Service Without Remuneration

Service on Michigan Library Association's workgroups are without remuneration.