

Mountain Plains Library Association  
Duties Assigned to State Representatives from the MPLA Long Range Plan  
November 2003

State Representatives have duties that are defined in the MPLA Handbook, the MPLA Long Range Plan, and from the individual state organizations that they represent on the Board. State Reps need to be familiar with these documents and carry out the assigned tasks. State Representatives have the major responsibility for two way communications between MPLA and its member states through meetings, reports, use of web sites, and lists. Written reports to the Board are essential to many of these assignments, as well being a source of content for the newsletter.

Below are the expectations for these positions set forth in the long range plan.

#### Continuing Education

1. Maintain regular communication with each of the library education programs within their states for the purpose of learning about professional growth opportunities relevant to MPLA members.
  - o Reports summarizing the correspondence and activities between the educational program designee and the respective MPLA representatives of their designee, to be included in the MPLA State Representative Report at each Board meeting.
  - o Each State Representative will report to MPLA members about library opportunities in their state at least semi-annually.
  - o State Representatives will assist continuing education efforts by sending information to their individual state association newsletters to advertise offerings of CE at least semi annually.

#### Intellectual Freedom

- State Representatives will report at every Executive Board meeting about freedom of information activities in their states, which may be of interest to all members. State Representatives will share with their state boards and associations unique activities of other MPLA member states.

#### Two-way Communication and PR

1. MPLA will increase communication with state associations and MPLA members in each state.
  - o State Reps will regularly contribute news items and articles about MPLA and its activities to their state association newsletters, online lists, and websites.
  - o State Reps will regularly contribute news items and articles about their state and their activities to the MPLA Newsletter for each issue.

2. State Representatives will give the MPLA Executive Board short reports of significant library issues in each state at each executive Board meeting.
3. State Representatives are responsible for reporting major MPLA actions and activities to their individual state Associations at least semi-annually.
4. State Representatives will assure that websites for member state associations include a link to the MPLA website.
5. State Representatives will report at every Executive Board meeting about recent library promotion activities in their states.
6. State Reps will notify MPLA executive Secretary of candidates from their states who are running for positions and offices in national library organizations prior to the elections so they can be announced to MPLA members.

#### Recruiting New Members and Retaining members

1. State Representatives of a designee will make a membership presentation and distribute the MPLA brochure to at least 50% of students enrolled in the library education program(s) in their state and report activity to the Board at the annual conference.
2. State Reps will participate in the Board Choice Awards and follow up with those to whom awards are made to encourage membership.
3. State Reps will assist the membership Committee in its efforts by contacting lapsed members at renewal time, staffing the membership booth at state conferences, and contacting libraries in their state about institutional memberships.