

ES

January 14, 2007

Interim Executive Secretary 2006 Year End Report on Time and Activities

In my appointment as Interim Executive Secretary I was asked to outline the different tasks the position requires and develop a way to track the time it takes to carry out the duties. This report covers the 13-month period that I served in this capacity: December 1, 2005 – December 31, 2006. In addition I have developed a Procedures Manual and a Timeline for the position, which are included in this report. (The tracking method is a notebook in which I record daily hours, functions, and notes - which are then transferred to a spread sheet).

Total hours for 13 months are 1,242.15. To estimate an annual time requirement, one would subtract the transition/reorganization time (70.7 hours) and the December 2005 time (45.25 hours) to get a total of 1,126.2 annual hours. Coming years may see an increase because this accounting period did not include time associated with an annual conference.

It has definitely been my privilege to work with all who give their time to MPLA!

--Judy Zelenski, Executive Secretary as of 1/1/07

13-Month Statistics December 1, 2005 – December 31, 2006

Total Hours: 1,242.15

Normal: 1,171.45

Transition/Reorganization: 70.7 hours

Categories and representative activities:

Accounting: 227.65

Checks; deposits; payments; budget; tax forms; 990 form; board and committee reports; invoicing.

Normal: 226.15

Transition/Reorganization: 1.5

Board: 227.6

Reports; information; conference call arrangements and meetings; meeting arrangements; updates; meetings; set up e-list; and projects like plaques for past presidents, publicity for conference, locate briefcases, etc. State rep correspondence, reminders, and more reminders.

Normal: 221.1

Transition/Reorganization: 6.5

Committees: 85.5

Work extensively with Professional Development, Membership, and Leadership Institute committees; conference calls; information; forms; mailing; promotion.

Normal: 85.5

Transition/Reorganization: 0

Correspondence: 155.1

E-mails, E-mails, E-mails – 100-200 weekly; respond to all messages as quickly as possible.

Normal: 150

Transition/Reorganization: 5.1

Electronic Communities: 54.85

Set up procedures with transition coordinator; modify MemberClicks database; compile surveys; sign-ups; set up e-lists with MemberClicks; work with Webmaster to set up forms.

Normal: 16.75

Transition/Reorganization: 38.1

Office: 154.25

Bulk mail; booth shipping; forms and labels; claims; purchasing; amend brochures; and a lot of “fixing things” like database entries, committee lists, undeliverable mail, vendors’ forms, etc.

Normal: 137

Transition/Reorganization: 17.25

Membership: 287.7

Renewals; reminders; promotion; lists for state reps and committees; develop electronic membership card; database upkeep; work with Webmaster to set up friendly forms; and more “fixing things” like incorrect or incomplete entries.

Normal: 287.7

Transition/Reorganization: 0

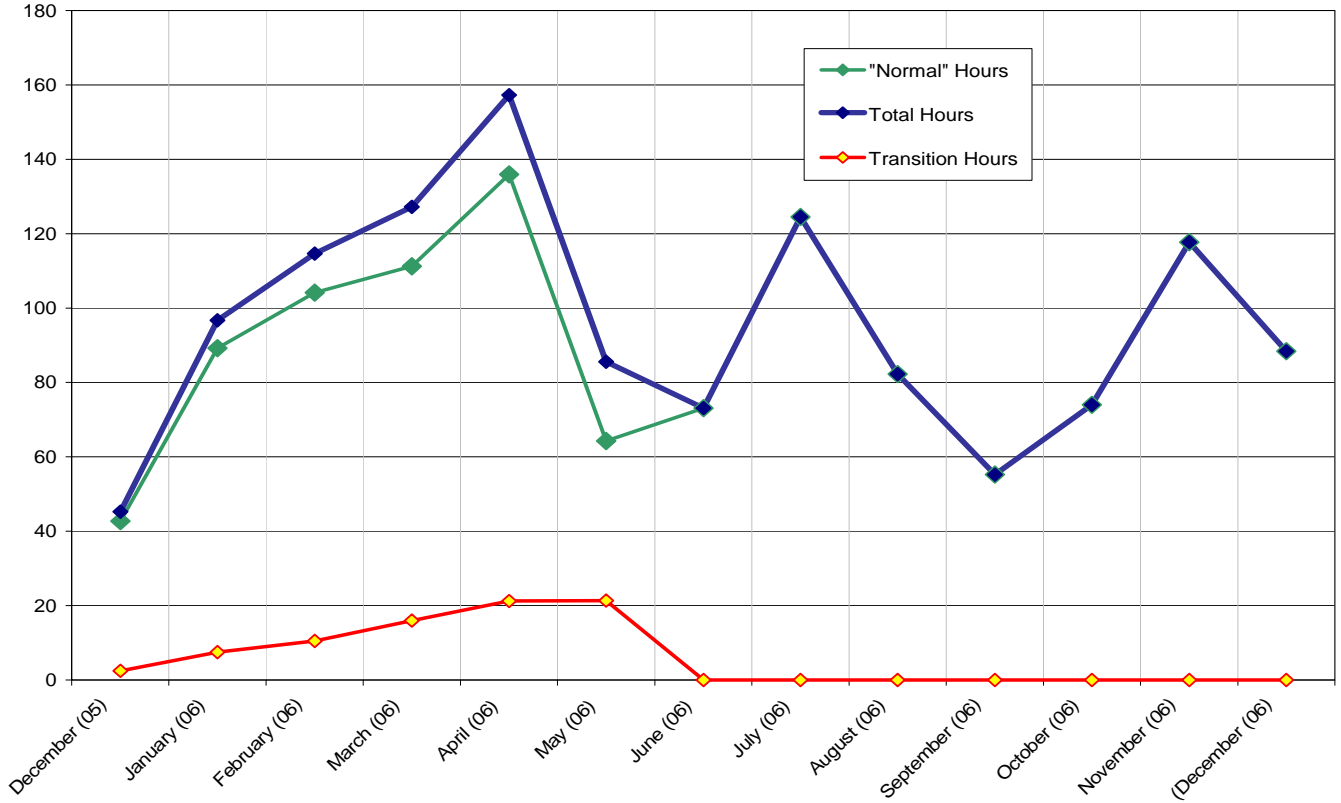
MemberClicks: 49.5

Correspond with MemberClicks support team to fix many strange problems; modify database to track board choice and conference memberships; develop instructions for using; set up searches and print templates for members; work with Webmaster to modify appearance and links.

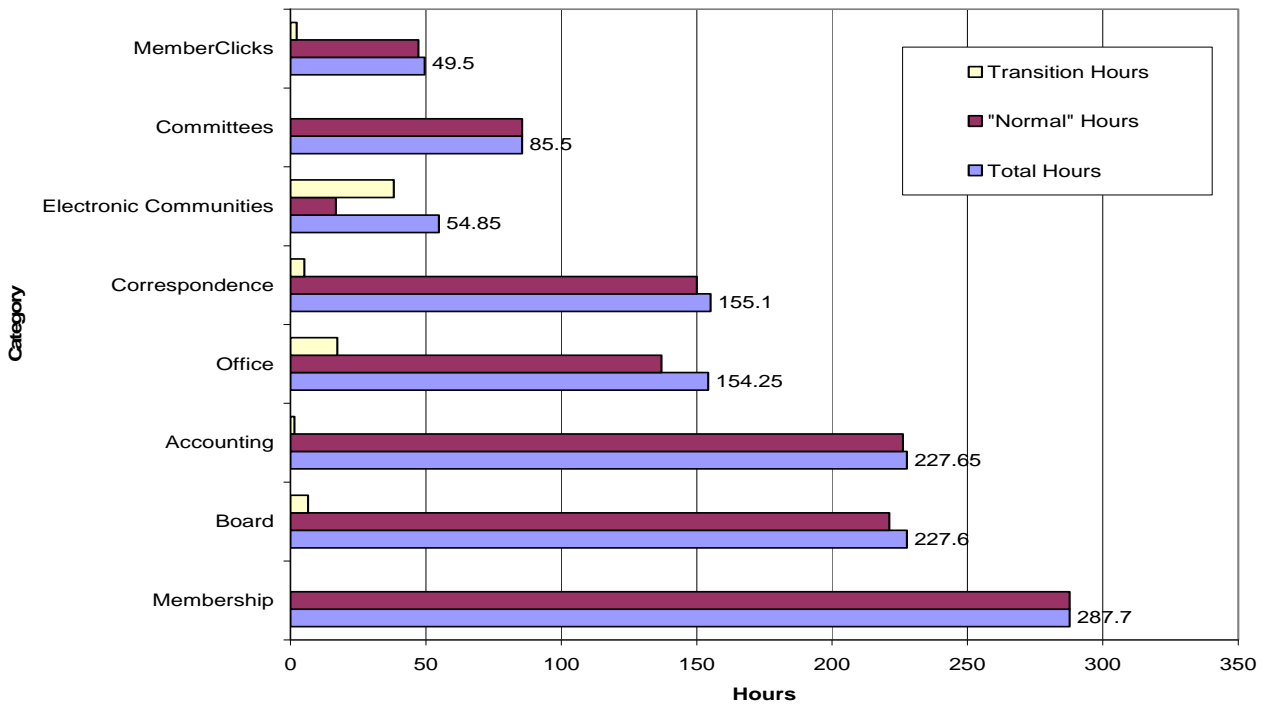
Normal: 47.25

Transition/Reorganization: 2.25

Monthly Activity



Hours by Tasks



Executive Secretary Procedures

Prepared January 6, 2007

Accounting

Checks Received

- Maintain log of checks, including payer, amount, and for what purpose (Membership, Jobline, Advertising, Subscriptions, etc).
- On mailed membership forms, note check #, date, and amount.
- Prepare and make bank deposits within 2 weeks of receipt.
- Record deposits in accounting program (QuickBooks or similar).

PayPal Receipts

- Make regular online transfers to bank account.
- Download statements and file.
- Record receipts in accounting program.

Payables

- Send list of checks to be written to chair of the Administration Committee, or President if designated, for approval before checks are issued.
- Pay all bills promptly, normally within a week of receipt.
- Issue checks for reimbursements promptly upon receiving appropriate receipts and MPLA reimbursement form.

Credit/Debit Card

- Responsible for MPLA bank credit card.
- Provide monthly account statements identifying payments. File for audit.
- A current status fiscal note on the charge account should be included in each periodic Association financial statement prepared for the Executive Board.
- Consult with Administration Committee Chair, or President if designated, on appropriate purchases to be made by credit/debit card.

Accounts

- Maintain checking and money market accounts.
- Make transfers as funds are needed for payments, keeping most of funds in interest bearing account as much as possible.
- Reconcile accounts monthly.
- Research accounting information as requested.

Reports

- Prepare quarterly federal and state tax reports and deposits.
- Prepare annual 990 form.
- Prepare annual 1099 forms.
- Prepare financial reports in advance of board meetings.
- Prepare reports for committees or officers as requested.
- Prepare income/expense quarterly reports for President and Chair of Administration Committee.

Audit

- Arrange for audits are to be done every three years (next audit will be in 2009). Arrange for reviews in other years.
- Obtain the approval of the Chair of the Administration Committee regarding the firm to be used for audits.
- Audit or review to be completed by March 31.
- Forward copy of audits or reviews to the Administration Committee Chair immediately after completion.

Miscellaneous

- Reviews contracts with hotels and state associations to assure that MPLA's financial interests are best being served.
- Draft annual report of all financial receipts and disbursements by budget categories for the current year to be distributed to the membership at a general session of the annual conference.
- Deposit dues collected at the annual conference.
- Back up electronic files regularly.

Executive Board

Board Meetings

- Attend Executive Board meetings at invitation of the President
- Prepare and distribute financial and membership reports in advance of board meetings. Code for Executive Secretary Reports: ES
- For in-person meetings:
 - Poll board members in advance to gauge potential attendance and room nights.
 - Gather information on rates, transportation, and menus and consult with President for final decision.
 - Make arrangements with hotel or location for meeting rooms, sleeping rooms, meals, and any other requests.
 - Arrange for equipment as needed (flip charts, markers, easels, etc).
 - Inform board members of local transportation arrangements, phone numbers, maps, etc.
 - Send board members information about activities and attractions.
 - Troubleshoot arrangement problems as necessary.
 - Send e-mail reminders.
- For conference call meetings:
 - Currently using PC-Conferencing service.
 - Send participants instructions for entering conference call, including toll-free dial in number and passcode.
 - Send moderator detailed instructions for facilitating the call, including instructions for recording.
 - Arrange with PC-Conferencing to provide recording on disk if needed.
 - Send reminders to board members.

Research and Reports

- Provide membership information in a variety of formats, as requested.
- Compile renewal data:
 - General.
 - Member retention data.

- By specific categories: Board Choice, Conference Free membership winners, and ½ price first year memberships.
 - Recruitment successes.
 - Members for 10, 15, and 20 years for conference, website, and newsletter recognition.
 - Compile other reports, as requested.
- Elections
- Coordinate election process with Nominating Committee Chair and Webmaster.
 - Arrange to have results exported from MemberClicks to Nominating Chair.
 - With Chair of Nominating Committee verify election results from MemberClicks.
 - Certify the results to the Executive Board.
 - Notify candidates of election results prior to annual meeting.

Board Choice Award winners

- Enter Board Choice winners in MemberClicks database.
- Send email communication, confirming membership and including directions for access and use of Memberclicks and the opportunity to join and participate in the Electronic Communities.
- Forward Board Choice winners' information to Newsletter Editor.

Miscellaneous

- Update Executive Board E-list in MemberClicks as Board members change and inform Webmaster of changes for the web site.
- Send new board members links to information on the web site which are pertinent to their positions (Manual of Procedure, Long Range Plan, etc).
- Send electronic notification to membership when Board minutes and state reports are posted on the MPLA Website.
- Remind Executive Board members to pay dues in order to continue in positions.
- Make available committee preferences to the Vice-President/President-Elect as indicated on membership application forms by providing search instructions or setting up "saved searches" or lists from MemberClicks database.
- Provide information to aid the Vice-president/President-Elect in preparing conference issue of the MPLA Newsletter.
- Remind outgoing members to pass briefcases on to new members.
- Provide publicity to library media as requested.
- Arrange for plaque to be presented to outgoing President at conference.
- Answer all inquiries promptly.

Committees

Administration Committee

- Attend, by invitation, meetings of the Administration Committee.
- Provide information to assist in preparing a tentative budget for consideration by the Executive Board.
- Provide budget information as requested.
- Set up conference calls, with reminders and instructions to participants
- Answer all inquiries promptly.

Nominating Committee

- Set up e-list for Nominating Committee as requested.

- Receive the reports of the Nominating Committee indicating Association candidates for officer positions no later than four months prior to the first date of the annual conference at which elections are to be concluded.
- Forward information to Newsletter Editor and Webmaster.
- Coordinate with Webmaster to make information available for electronic voting no later than three months prior to the first date of the annual conference.
- Arrange with MemberClicks for election results to be exported to Nominating Committee Chair.
- With Chair of the Nominating Committee, verify the election results and certify to Board.
- Answer all inquiries promptly.

Leadership Institute Committee

- Set up E-list via MemberClicks for former and current participants, as requested.
- Provide budget reports upon request.
- Invoice sponsors upon as needed.
- Inform Chair of sponsorship receipts.
- Coordinate participant payments with Leadership Institute Coordinator.
- Coordinate PayPal payment option with Webmaster and Institute Coordinator.
- Provide information (received from Committee Chair or Institute Coordinator) to include with MPLA Display at State Conferences.
- Receive and maintain contracts with Coordinator, Facilitator, and facility
- Make facility deposits on prearranged schedule.
- Make payments to Coordinator on prearranged schedule.
- Forward information on dates, selection process, participants, etc., to Newsletter Editor.
- Promptly answer or refer inquiries.

Professional Development Committee

- Receive and distribute applications and evaluative reports.
- Determine grant eligibility.
- Set up conference calls, with reminders and instructions to participants.
- Issue checks to grant recipients after approval by committee.
- Advise committee on policies and procedures.
- Answer all inquiries promptly, referring questions to others when necessary.

Miscellaneous

- Serve as Ex-Officio member of Administration, Communications, Leadership Institute, and Membership committees.
- Update committee membership in MemberClicks as chairs and members change. Inform Webmaster of changes for the web site.
- As needed, with President and Vice-President, meet with committee chairs to outline the tasks of the committee for the coming year and to answer any questions the chairs may have.
- Remind Committee Chairs and members to pay dues in order to continue in positions.
- Set up E-lists via MemberClicks as requested.
- Provide budget information as requested.
- Answer all inquiries promptly, referring questions to others when necessary.

Electronic Communities

- Provide information to members on updating Electronic Community preferences and e-list subscriptions. Make instructions available on website.
- Modify Memberclicks database to accommodate changes or updates for Electronic Communities.
- Update subscriptions as requested.
- Follow up on “bounced” messages to E-lists. Notify members if they are using an e-mail address different from that in MemberClicks profile. Make changes as requested.
- Work with Webmaster to set up appropriate forms for Electronic Communities
- Be contact for technical questions on using MemberClicks E-lists.
- Troubleshoot technical problems and work with MemberClicks support to resolve.
- As needed, with President and Vice-President, meet with electronic community moderators to outline the tasks of the committee for the coming year and to answer any questions the moderators may have.

General Administrative

Mailing

- Establish and maintain official MPLA mailing address.
- Maintain bulk mail permit.
- Troubleshoot problems with US Post Office.
- Foster a congenial relationship with Bulk Mail personnel.

Newsletter Bulk Mailing

- Export membership lists from MemberClicks; transfer to Excel file for manipulation. Only current members receive newsletter. (Members are considered lapsed on March 31 of next membership year).
- Generate labels from Excel file for Newsletter bulk mailings.
- Label, or stamp, “Last Issue” on address side of February issue of newsletter for those who haven’t renewed t time of mailing.
- Label newsletters, count, bag, and prepare Bulk Mail forms according to Post Office specifications.
- Prepare check for mailing cost for deposit in bulk mail account.
- Haul bags to bulk mail facility.
- Go back and “fix” things if bulk-mail facility changed procedures
- Take foreign subscription separately to Post Office for 1st class mailing.
- Respond to semi-annual Gallup polls regarding experience with bulk-mailing.

Correspondence

- Respond to all inquiries promptly. From 100-200 e-mails arrive weekly from officers, board members, association members, and others. Refer questions to others when appropriate.
- Send Newsletter claims when received, and correspond with vendors as necessary.
- Prepare and send invoices as needed.
- Send W-2 forms as requested.
- Promptly respond to requests for information from state and national associations.

- Forward advertising inquiries to Newsletter Editor.
- Answer Jobline inquiries and forward position announcements to Webmaster. Current policy is that libraries in 12-state region may advertise as no charge; Out-of-region libraries pay \$25 by check or PayPal.
- Respond promptly to miscellaneous requests.

Conference Display

- Maintain the MPLA display and its exhibit materials, replacing lost or damaged parts as necessary.
- Schedule display itinerary with state representatives.
- Ship display to arrive at the time and place arranged with the state representative.
- Send display instructions to state representative by e-mail in advance of receiving display.

Newsletter

- Provide a copy of the MPLA Newsletter for the library at each library school and library training program in the MPLA region. Add to MPLA membership MemberClicks database as “Gratis” Include in regular Newsletter mailings.
- Send each state association president, vice-president, executive secretary, and newsletter editor for the MPLA member states a copy of the MPLA Newsletter, according to current board policies.
- Set rates for subscriptions and advertising for the newsletter in consultation with the Newsletter Editor.
- Mail the conference issue of the MPLA Newsletter to membership no later than two months prior to the first date of the annual conference.

Conference Calls

- Current service is PC-Conferencing.
- Provide calling instructions to participants in advance of scheduled calls.
- Provide detailed instructions to conference call moderators.
- Arrange for recordings on disk, as requested.
- Provide cost information as requested.
- Research and recommend conference calling services as needed.

Archives

- At end of calendar year send Recording Secretary the following for Archives:
 - Membership directories and directory of Board/officers (export membership list from Memberclicks).
 - Manual of Procedures (from web).
 - Financial reports, budgets, audit reports.
 - Files of joint conference contracts with each state.

Miscellaneous

- Provide letterhead, as electronic template or printed stationery, as required.
- Receive and file updates of Manual of Procedure.
- Receive and file annual reports to state associations.
- Receive file copies of state representatives’ written reports to state association boards after each State Association Board meeting.
- Receive proposed by-laws changes from Administration Committee and disseminate at least 30 days prior to first date of annual conference.

Membership

Database Maintenance

- Maintain membership records with contact information.
- MemberClicks database has 1,500 maximum records. Keep memberships for 3 years, deleting the oldest at the end of each calendar year after sending reminders with invitation to rejoin.
- Before deleting the oldest non-renewals, export the list and file
- Work with MemberClicks support team to troubleshoot and solve problems in database.

Renewals

- Send dues renewal notices at least by 11/1, 2/1 and 3/15 each year.
- Promptly collect, record, and acknowledge receipt of dues payments.
- Acknowledgement message includes instructions for using MemberClicks, updating profile, username and password, highlights web site, and encourages attendance at next joint conference.
- Send electronic membership card in PDF format, designed to be interactive and personalized by recipient.
- If check is not received within 30 days of membership form submission, send e-mail reminder.
- Prepare reports of members who have not renewed from each state and send them to the State Representatives, who will contact the individuals to encourage renewal or to collect data on reasons for not renewing.
- Contact Board Choice award winners from previous years with invitation to join 2nd year at half price.
- Prepare lists of Board Choice award winners from pervious years and send to nominators with request to encourage renewals.

New Members

- Add recipients of free memberships from drawings at state conferences and Board Choice winners to MemberClicks Directory database.
- Confirm memberships with free conference drawing and Board Choice award winners. Include new member information, electronic membership card, and a personal invitation to attend the conference the year the membership is awarded. For Board Choice winners, add information about waived conference fees and 2nd year half-price cost.
- Forward lists of conference free membership winners to the MPLA Newsletter Editor, New Members Electronic Community moderator, President, and Membership Committee Chair.
- Automatically enroll new members to the New Members Community. New members will be informed and have an opportunity to opt out.

Other

- Upon request, provide lists of the membership, arranged in various categories, (community, state, committee, total membership, etc) from MemberClicks database. If appropriate set up “saved searches” for future use.
- Receive member resignations. No dues refunds given. If received, forward reasons for resignation to officers and Membership Committee Chair.

- Provide lists of “bounced” e-mails to state reps for correction of status/address information.
- Request membership updates from state reps as needed.
- Work with state reps to solve any membership problems.
- Answer all inquiries promptly, referring questions to others when necessary.

MemberClicks

- Master the uses of the Memberclicks system and assure the accuracy of records.
- Modify the MemberClicks forms and attributes for changes, clarity, tracking, and enhanced search capability.
- Work with Webmaster to modify appearance and links.
- Provide instructions for using MemberClicks on the MPLA website.
- Send periodic reminders to Members with instructions for updating their profiles.
- Troubleshoot problems with MemberClicks.
- Work with MemberClicks Support for problem resolution.

Joint Conferences

- Have plaque prepared for outgoing President
- Bring bank-deposit stamp and cash as needed (for raffles, memberships, etc).
- Provide membership lists as requested.
- Coordinate contracts.
- Make sure each association has signed contracts for files.
- Provide stationery or electronic templates as needed.
- Receive the financial report of the Conference Chair and distribute to members of the Executive Board.
- Have award plaques prepared with information provided by Awards Committee Chair.

State Conferences

Conference Display

- Collect dates of state conferences to plan display delivery schedule. Send also to webmaster for calendar.
- Ship conference display unit, ribbons, handouts, drawing forms, miscellaneous information, etc to State Representatives at least 2 weeks before conference.
- Send display instructions to state reps by e-mail in advance of display arrival.

Miscellaneous

- Send post-conference reminders to state representatives to return display and results of membership drawings.
- Provide lists of state members as requested.
- Provide membership brochures and information for state conference packets as requested.

Executive Secretary Timeline

Prepared January 6, 2007

WEEKLY

- Receive Checks
 - Maintain log of checks, including payee, amount, and for what purpose.
 - Prepare and make bank deposits within 2 weeks of receipt.
- Process PayPal Receipts.
 - Make regular online transfers to bank account.
 - Download and file statements.
- Pay Bills
 - Send list of expenses to be paid to chair of the Administration Committee, or President if designated, for approval before checks are issued.
 - Pay all bills promptly within a week of receipt.
 - Issue checks for reimbursements promptly upon receiving receipts and MPLA reimbursement form.
 - Maintain checking and money market accounts.
 - Make account transfers as funds are needed for payments.

MONTHLY

- Prepare monthly debit account statements.
- Reconcile accounts.

QUARTERLY

- Prepare quarterly federal and state tax reports and deposits.
- Prepare income/expense quarterly reports for President and Chair of Administration Committee.

ANNUALLY

- Prepare and submit 990 form.
- Prepare and mail 1099 forms.
- Arrange for audits are to be done every three years. Arrange for reviews in other years.
- Prepare end-of-year financial report.
- Deposit dues collected at the annual conference.
- Provide membership information in a variety of formats, as requested.
- Renew registration with Secretary of State.
- Compile renewal data at end of renewal period (March 31).
 - General.
 - Member retention data.
 - By specific categories: Board Choice, Conference Free membership winners, and ½ price first year memberships.
 - Recruitment successes.
 - Members for 10, 15, and 20 years for conference, website, and newsletter recognition.
- Remind Executive Board Officers, Electronic Community Moderators, Committee Chairs, State Reps, and Committee members, to pay dues in order to continue in positions.
- Make available committee preferences to the Vice-President/President-Elect as indicated on membership application forms by providing retrieval instructions, or by setting up “saved searches” or lists in MemberClicks.

- Ensure all incoming members of the Executive Board have access to the Bylaws and Manual of Procedure by providing web site links.
- Provide information to aid the Vice-President/President-Elect in preparing conference issue of the MPLA Newsletter, which is the official "Call to Conference."
- Remind outgoing members to pass briefcases on to new members.
- Update committee membership in MemberClicks as chairs and members change. Inform Webmaster of changes for the web site.
- As needed, with President and Vice-President, meet with Committee Chairs to outline the tasks of the committee for the coming year and to answer any questions the chairs may have.
- As needed, with President and Vice-President, meet with Electronic Community Moderators to outline the tasks of the committee for the coming year and to answer any questions the moderators may have.
- At end of calendar year send Recording Secretary the following for Archives:
 - Membership directories and directory of Board/officers (export membership list from MemberClicks).
 - Manual of Procedures (from web).
 - Financial reports, budgets, audit reports.
 - Files of joint conference contracts with each state.
- Update Membership Records in MemberClicks database.
 - Delete lapsed memberships older than 3 years.
 - Before deleting non-renewals, export the list from MemberClicks and file.

AT BEGINNING OF OFFICIAL TERMS

- Update MemberClicks database entries to reflect new assignments.
- Subscribe new officials to appropriate E-lists (Executive Board, Electronic Community Moderators, etc).
- Unsubscribe departing officials from appropriate E-lists.
- Provide incoming officials with links to relevant information on web site.
- Consult with Administration Committee to identify person responsible for approving checks and receiving quarterly financial reports.
- Consult with Administration Committee Chair or designee to identify appropriate purchases to be made and by what means (check or debit card).

FOR SCHEDULED BOARD MEETINGS

- Attend Executive Board meetings at invitation of the President.
- Prepare and distribute financial and membership reports in advance of board meetings.
- Make arrangements for In-Person Board Meetings.
 - Poll board members in advance to gauge potential attendance and room nights.
 - Gather information on rates, transportation, and menus and consult with President for final decision.
 - Make arrangements with hotel or location for meeting rooms, sleeping rooms, meals, and any other requests.
 - Arrange for equipment as needed (flip charts, markers, easels, etc)
 - Inform board members of local transportation arrangements, phone numbers, where to find at airport, etc.
 - Send board members information about activities and attractions around location of meeting.
 - Troubleshoot arrangement problems as necessary.
 - Send e-mail reminders.

- Make arrangements for Conference Call Meetings
 - Send participants instructions for entering conference call, including toll-free dial in number and passcode.
 - Send moderator detailed instructions for facilitating the call, including instructions for recording.
 - Arrange with PC-Conferencing to provide recordings on disk if needed.
 - Send reminders to participants.

IN ADVANCE OF ANNUAL CONFERENCES

- Coordinate election process with Nominating Committee Chair and Webmaster.
 - Arrange to have results exported from MemberClicks to Nominating Chair.
 - Verify election results via MemberClicks, along with chair of nominating committee.
 - Certify the results to the Executive Board.
 - Notify all candidates of election results prior to annual meeting.
- Assist Nominating Committee.
 - Set up e-list for Nominating Committee as requested.
 - Receive the reports of the Nominating Committee indicating Association candidates for officer positions no later than four months prior to the first date of the annual conference at which elections are to be concluded. Posts the slate (including brief biographical information.
 - Forward information to Newsletter Editor and Webmaster.
 - Coordinate with Webmaster makes information available for electronic voting no later than three months prior to the first date of the annual conference.
 - Arrange with MemberClicks for election results to be exported to Nominating Committee Chair.
 - With Chair of the Nominating Committee, verify the election results and certify to Board.
- Mail the conference issue of the MPLA Newsletter to membership no later than two months prior to the first date of the annual conference
- Receive proposed by-laws changes from Administration Committee and disseminate at least 30 days prior to first date of annual conference.
- Have plaque prepared for outgoing President.
- Bring bank-deposit stamp and petty cash as needed (for raffles, memberships, etc).
- Provide membership lists as requested.
- Coordinate contracts.
- Provide stationery or electronic templates as needed.
- Arrange for production of the award winners' plaques with information received from Awards Committee Chair.
- Prepare annual financial report for presentation at annual meeting.

IN ADVANCE OF STATE CONFERENCES

- Coordinate MPLA display deliveries.
 - Schedule display itinerary with state representatives.
 - Send display instructions to state representative by e-mail in advance of receiving display.
 - Collect dates of state conferences to plan display routes.. Send also to webmaster for calendar.
 - Ship conference display unit, ribbons, handouts, drawing forms, etc to State Rep – at least 2 weeks before conference.

- Send post-conference reminder to state rep to return display and winners of membership drawings.
- Provide lists of state members as requested.
- Provide membership brochures and information for state conference packets – as requested.

IN ADVANCE OF CONFERENCE CALLS

- Provide calling instructions to participants in advance of scheduled calls.
- Provide detailed instructions to conference call moderators.
- Arrange for recordings on disk as requested.
- Provide cost information as requested.
- Research and recommend conference calling services as needed.

NOVEMBER – MARCH

- Enter Board Choice winners in MemberClicks database.
 - Send email communication, confirming membership and including directions for access and use of Memberclicks and the opportunity to join and participate in the Electronic Communities.
- Send dues renewal notices at least by 11/1, 2/1 and 3/15 each year.
- Prepare reports of members who have not renewed from each state and send them to the State Representatives, who will contact the individuals to encourage renewal or to collect data on reasons for not renewing.
- Contact Board Choice award winners from previous years with invitation to join 2nd year at half price.
- Prepare lists of Board Choice award winners from pervious years and send to nominators with request to encourage renewals.
- Prepare lists of conference free membership winners for contact by State Representatives.
- Publicize ALA candidates from MPLA region

AFTER NEWSLETTER PUBLICATION – 6 times/year

- Mail Newsletters
 - Export membership lists from MemberClicks; transfer to Excel file for manipulation. Only current members receive newsletter. (Members are considered lapsed on March 31 of next membership year)
 - Generate labels from Excel file.
 - Label, or stamp, “Last Issue” on address side of April issue of newsletter for those who haven’t renewed t time of mailing.
 - Label newsletters, count, bag by weight or number of pieces, and prepare Post Office paperwork.
 - Prepare check for cost of mailing.
 - Haul bags to bulk mail facility.
 - Take foreign subscription separately to Post Office for Air Mail.
 - Go back and “fix” things if bulk-mail facility changed procedures.

ONGOING

- Update Executive Board E-list in MemberClicks as Board members change and inform Webmaster of changes for the web site.
- Send new board members links to information on the web site which are pertinent to their positions.

- Send electronic notification to membership when Board minutes and state reports are posted on the MPLA Website, using creative wording and/or design in the messages .
- Provide publicity to library media as requested.
- Maintain the MPLA display and its exhibit materials, replacing lost or damaged parts as necessary.
- Assist Administration Committee
 - Attend, by invitation, meetings of the Administration Committee.
 - Provide information to assist in preparing a tentative budget for consideration by the Executive Board.
 - Provide budget information as requested.
 - Set up conference calls, with reminders and instructions to participants.
- Assist Leadership Institute Committee
 - Set up E-list via MemberClicks for former and current participants as requested.
 - Provide budget reports upon request.
 - Invoice sponsors as needed.
 - Inform Chair of sponsorship receipts.
 - Coordinate participant payments with Leadership Institute Coordinator.
 - Coordinate PayPal payment option with Webmaster and Institute Coordinator.
 - Provide information, received from Chair or Coordinator, to include with MPLA Display at State Conferences.
 - Receive and maintain contracts with Coordinator, Facilitator, and facility.
 - Make facility deposits on prearranged schedule.
 - Make payments to Coordinator on prearranged schedule.
 - Promptly answer or refer inquiries.
- Assist Professional Development Committee
 - Receive and distribute applications and evaluative reports.
 - Determine grant eligibility. Set up conference calls, with reminders and instructions to participants.
 - Issue checks to grant recipients after approval by committee .
 - Advise committee on policies and procedures.
- Coordinate Mailings
 - Establish and maintain official MPLA mailing address.
 - Maintain bulk mail permit.
 - Troubleshoot problems with US Post Office.
 - Foster a congenial relationship with Bulk Mail personnel.
- Maintain Membership Records
 - Update contact information as received.
 - Promptly collect, record, and acknowledge receipt of dues payments.
 - Acknowledgement message includes instructions for using MemberClicks, updating profile, username and password, highlights web site, and encourages attendance at next joint conference.
 - Send electronic membership card in PDF format, designed to be interactive and personalized by recipient.
 - If check is not received within 30 days of membership form submission, send e-mail reminder.
 - Add recipients of free memberships from drawings at state conferences and Board Choice winners to MemberClicks Directory database.
 - Confirm memberships with free conference drawing and Board Choice award winners. Include new member information, electronic membership card, and a personal invitation to attend the conference the year the membership is awarded.

- For Board Choice winners, add information about waived conference fees and 2nd year half-price cost.
- Forward lists of conference free membership winners to the MPLA Newsletter Editor, New Members Community moderator, President, and Membership Committee Chair.
- Automatically enroll new members to the New Members Community. New members will be informed and have an opportunity to opt out.
- Upon request, provide lists of the membership, arranged in various categories, e.g. by section, by state, or of the total membership by surname through MemberClicks. If appropriate set up “saved searches” for future use.
- Receive member resignations. No dues refunds given. If received, forward reasons for resignation to officers and Membership Committee Chair.
- Provide lists of “bounced” e-mails to state reps for correction of status/address information.
- Request membership updates from state reps as needed.
- Work with state reps to solve any specific membership matters.
- Work with MemberClicks support team to troubleshoot and solve problems in database.
- Answer all inquiries promptly, referring questions to others when necessary.
- Manage MemberClicks Service
 - Master the uses of the MemberClicks system and assure the accuracy of records.
 - Modify the MemberClicks forms and attributes for changes, clarity, tracking, and enhanced search capability.
 - Work with Webmaster to modify appearance and links.
 - Provide instructions for using MemberClicks on the MPLA website.
 - Send periodic reminders to Members with instructions for updating their profiles.
 - Troubleshoot problems with MemberClicks.
 - Work with MemberClicks Support for problem resolution.

UPON REQUEST

- Prepare reports for committees or officers.
- Set up E-lists via MemberClicks.
- Provide budget information.
- Provide information to members on updating Electronic Community preferences and e-list subscriptions. Make instructions available on web site.
- Modify Memberclicks database to accommodate changes or updates for Electronic Communities.
- Update Electronic Community and E-list subscriptions.
- Follow up on “bounced” messages to E-lists. Notify members if they are using an e-mail address different from that in MemberClicks profile. Make necessary changes.
- Work with Webmaster to set up appropriate forms for Electronic Communities.
- Be contact for technical questions on using MemberClicks E-lists.
- Respond to all inquiries promptly. Refer questions to others when appropriate.
- Send Newsletter claims when received, and troubleshoot with vendors as necessary.
- Prepare and send invoices as needed.
- Send W-2 forms as requested.
- Promptly respond to requests for information from state and national associations.
- Forward advertising inquiries to Newsletter Editor.
- Answer Jobline inquiries and forward position announcements to Webmaster.
- Respond to other matters as they may occur.