



## **Spring Institute Workgroup**

Approved September 2021

### **General Workgroup Description**

The Michigan Library Association's Spring Institute Workgroup assists in the development, planning, and execution of the Spring Institute for Youth Services hosted every March or April. The Institute is targeted to library workers of all skill and experience levels who currently work in youth or teen services, library administrators and department heads, and library students interested in a career in youth services.

### **Workgroup Membership and Meetings**

The workgroup will include a diverse cross-section of members representing varied experience level, library size and type, and geography to provide insight and value for all conference attendees. The workgroup shall include between 8-12 members. The MLA Program and Event Director will serve as staff liaison.

All workgroup members are required to attend a virtual MLA volunteer development training. Spring Institute Workgroup will meet at the call of the chair (usually monthly.)

### **Authority and Responsibilities**

The Spring Institute Workgroup shall be responsible for two distinct areas:

#### Content Development and Planning

- Understand the current needs of youth focused library workers and library leaders across the state of Michigan
- Determine event focus and goals
- Nominate featured and keynote speakers
- Draft the call for proposals and select breakout sessions for acceptance
- Recruit library leaders to present at the conference
- Develop special events and networking opportunities
- Solicit event sponsors and exhibitors
- Act as event ambassador by promoting 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
- Act as room moderators during breakout sessions
- Introduce speakers
- Thank sponsors and exhibitors
- Other duties as assigned

**Workgroup Terms**

One year. Beginning in July and concluding the following spring.

**Chair and Vice Chair Selection**

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

**Qualifications**

This is an opportunity for an individual who is passionate about youth or teen services, program and collection development, and early literacy. 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.

**Service Without Remuneration**

Service on Michigan Library Association's Workgroups are without remuneration or additional discounts for event attendance.