



Community Forum Moderator

February 2024

General Description

A Community Forum Moderator oversees the activity of a subsection of the online MLA Community Forums. The purpose of MLA Community Forums is to provide a platform for members to exchange ideas and resources. Each forum has a designated topic of discussion, and users can create new discussion threads or post to existing ones as needed. Community Forums are also intended to act as a repository of these conversations that MLA members can reference in the future.

Each Community Forum Moderator is responsible for one discussion board. Forum moderators are needed for discussion boards dedicated to the following topics:

- Makerspaces
- Library of Things
- Marketing and Promotions

Authority and Responsibilities

Moderators monitor and facilitate the use of the forum by posting discussion prompts, participating in the forum as a user, ensuring everyone gets to be a part of the conversation, welcoming new users, and removing inappropriate posts when necessary. Inappropriate posts include those sharing illegal or copyrighted materials, excessively off-topic posts, and any posts that violate the MLA Code of Conduct. Moderators should regularly develop and share topics to encourage discussion on the forum. Moderators are expected to contact MLA staff with any problems or questions that arise. Moderators are expected to check on their assigned forum at least once a week or more depending on forum activity.

Volunteer Term

One year with option to renew commitment if desired.

Selection

Moderators are selected and approved by MLA from the Call for Ambassadors.

Qualifications

Moderators require a computer and a reliable internet connection to access the discussion boards. Prior experience with online forum moderation is a plus but not required for this role.

Service Without Remuneration

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