



## Michigan Library Association Board of Directors Officer Positions

### President

As a partner to the Executive Director and other board members, the MLA President will provide leadership to the Michigan Library Association. The MLA President will support and sustain the work of the Michigan Library Association and provide governance leadership and strategic support. Specific responsibilities include:

- Preside at all Board of Directors meetings and Executive Committee meetings.
  - Keeps the full board work focused on the organization's mission, vision, and strategic direction.
  - Work collaboratively with the Executive Director to establish meeting agendas and actively participate in board orientation for new members.
  - Actively engages the board members, encouraging them to participate and share information at board and committee meetings. They are also responsible in making sure that all aspects of an issue are covered, and a general understanding of the outcomes is respected.
  - Ensure that the Board Policies are being followed and promptly address any cases when they are not. Ensure that all board decisions are carried out by the MLA staff.
  - Be a trusted advisor and a sounding board for the Executive Director regarding emerging issues or potential problems. They should share a common understanding of the organization's goals and strategies and work together to achieve the goals of the organization.
  - The President is tasked with coordinating the Executive Director's annual performance appraisal. As consistent with Board policy, the President appoints a committee and sets the parameters for the evaluation and performance review.
  - Develops and maintains relationships with members, partners, vendors, funders and other stakeholders.
  - Sets a positive, energized tone for board meetings. By modeling, articulating, and upholding the rules of conduct that are outlined in the by-laws, they set a high standard for board conduct. The President will also address issues regarding confidentiality, conflict of interest, and other pertinent board policies.
  - While each member of the board is entitled to a vote on all matters, the President should vote last in order to avoid unduly influencing a vote.
  - As a board member, approve MLA's annual budget, audit reports, Form 990, and material business decisions; be informed of, and meet all, legal and fiduciary responsibilities.
  - Review outcomes and metrics created by MLA for evaluating its impact, and regularly measure its performance and effectiveness using those metrics.
- Assist the Executive Director and Nominating Committee in recruiting board members

- Periodically consult with board members on their roles and helping them assess their performance.
- Act as an ambassador for the organization.
- Ensure MLA's commitment to a diverse board that reflects the communities MLA serves
- The President mentors the president-elect in conducting their duties and helps set a tone for succession.
- The President helps develop and ensure that there are ample opportunities for board training.
- The President will treat MLA as a top philanthropic priority ensure that 100 percent of MLA's board members participate in fundraising activities of the association. They will also help identify, qualify, cultivate, solicit, and steward donors, corporate, and/or foundation gifts.
- Perform all duties incident to the Office of the President and such other duties as are prescribed by the Board of Directors from time to time.

### **Board Terms and Meetings**

MLA's President will serve a three-year term; year one as President-Elect, year two as President, and year three as Past President. Board meetings will be held quarterly and executive committee meetings will be held in coordination with full board meetings.

### **Qualifications**

This is an extraordinary opportunity for an individual who is passionate about the success of MLA's members and who has a track record of board leadership. The selected President will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. Their accomplishments will allow them to attract other well-qualified, high-performing board members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Demonstrated success as a nonprofit board member or board chair
- Track record of building credibility in the funding community
- A commitment to and understanding of MLA's members and mission preferably based on experience
- Diplomatic skills and a natural affinity for cultivating relationships to persuade, convene, facilitate, and build consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of MLA's members

*Service on Michigan Library Association's Board of Directors is without remuneration.*

### **President-Elect**

As a member of the Board of Directors and Executive Committee, the MLA President-Elect will provide leadership to the Michigan Library Association. The MLA President-Elect will support and sustain the work of the Michigan Library Association and provide governance leadership and strategic support. Specific responsibilities include:

- Develop and maintain relationships with members, partners, vendors, funders, and other stakeholders
- As a board member, approve MLA's annual budget, audit reports, Form 990, and material business decisions; be informed of, and meet all, legal and fiduciary responsibilities
- Review outcomes and metrics created by MLA for evaluating its impact, and regularly measure its performance and effectiveness using those metrics
- Assist the Executive Director and Nominating Committee in recruiting board members
- Act as an ambassador for the organization
- Preside over Board of Director, Executive Committee, and Annual Membership Meetings if the MLA President and the MLA Past President are unable to attend.
- Perform all duties incident to the Office of the President-Elect and such other duties as are prescribed by the Board of Directors or the President from time to time.
- Treat MLA as a top philanthropic priority and help identify, qualify, cultivate, solicit, and steward donors, corporate, and/or foundation gifts

### **Board Terms and Meetings**

MLA's President-Elect will serve a three-year term; year one as President-Elect, year two as President, and year three as Past President. Board meetings will be held quarterly and committee meetings will be held in coordination with full board meetings.

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## **Past President**

As a member of the Board of Directors and Executive Committee, the MLA Past President will provide leadership to the Michigan Library Association. The MLA Past President will support and sustain the work of the Michigan Library Association and provide governance leadership and strategic support. Specific responsibilities include:

- Develop and maintain relationships with members, partners, vendors, funders, and other stakeholders
- As a board member, approve MLA's annual budget, audit reports, Form 990, and material business decisions; be informed of, and meet all, legal and fiduciary responsibilities
- Review outcomes and metrics created by MLA for evaluating its impact, and regularly measure its performance and effectiveness using those metrics
- Preside over Board of Director, Executive Committee, and Annual Membership Meetings if the MLA President is unable to attend
- Serve as Chair of the MLA Nominating Committee
- Assist the Executive Director and Nominating Committee in recruiting board members
- Act as an ambassador for the organization
- Treat MLA as a top philanthropic priority and help identify, qualify, cultivate, solicit, and steward donors, corporate, and/or foundation gifts.
- Perform all duties incident to the Office of the Past President and such other duties as are prescribed by the Board of Directors or the President from time to time

### **Board Terms and Meetings**

MLA's Past President will serve a three-year term; year one as President-Elect, year two as President,

and year three as Past President. Board meetings will be held quarterly and committee meetings will be held in coordination with full board meetings.

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## **Secretary/Treasurer**

As a member of the Board of Directors and Executive Committee, the MLA Secretary/Treasurer will provide leadership to the Michigan Library Association. The MLA Secretary/Treasurer will support and sustain the work of the Michigan Library Association and provide governance leadership and strategic. Specific responsibilities include:

- Serve as the chair of the Finance Committee
- Develop and maintain relationships with members, partners, vendors, funders, and other stakeholders
- As a board member, approve MLA's annual budget, audit reports, Form 990, and material business decisions; be informed of, and meet all, legal and fiduciary responsibilities
- Review outcomes and metrics created by MLA for evaluating its impact, and regularly measure its performance and effectiveness using those metrics
- Work with the Executive Director and Finance Committee to develop annual budgets and monitor them throughout the fiscal year.
- Review financial reports and investments on a monthly basis and monitor the annual audit and IRS form filing.
- Provide oversight to updating and reviewing the financial and accounting procedures every other year.
- Provide and present financial reports for meetings of the Board of Directors, Executive Committee, and the Annual Membership
- Assist the Executive Director and Nominating Committee in recruiting board members
- Verify the spring election results
- Act as an ambassador for the organization
- Ensure minutes for all Board and Executive Committee meetings are being recorded
- Treat MLA as a top philanthropic priority and identify, qualify, cultivate, solicit, and steward donors, corporate, and/or foundation gifts
- Perform all duties incident to the Office of the Secretary/Treasurer and such other duties as are prescribed by the Board of Directors or the President from time to time

## **Board Terms and Meetings**

MLA's Secretary/Treasurer shall be a current member of the board and shall serve a one year term, holding office until their successor is named. Board meetings will be held quarterly and executive committee meetings will be held in coordination with full board meetings.

## **Qualifications**

This is an extraordinary opportunity for an individual who is passionate about the success of MLA's members and who has a track record of board leadership. The selected Treasurer/Secretary will have a financial qualification or relevant experience, significant experience in financial control and budgeting, as well as, achieved leadership stature in business, government, philanthropy, or the nonprofit sector.

Their accomplishments will allow them to attract other well-qualified, high-performing board members.

Ideal candidates will have the following qualifications:

- Have a financial qualification or relevant experience
- Significant experience in financial control and budgeting
- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Demonstrated success as a nonprofit board member or board chair
- Track record of building credibility in the funding community
- A commitment to and understanding of MLA's members and mission preferably based on experience
- Diplomatic skills and a natural affinity for cultivating relationships to persuade, convene, facilitate, and build consensus among diverse individuals
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