

CHAIR, SUBUNIT

Term Length:

One year. Term may commence beginning of the second fiscal year following election as Vice-Chair.

Responsibilities:

To represent the subunit to the MLA Board of Directors and to chair the Division.

Duties:

Works with the past chair of subunit to determine status of outstanding projects.

Determine and execute a plan of action, and cooperate with other MLA subunits, MLA committees, and the MLA Office in accomplishing goals and objectives in the plan.

Participate in MLA's strategic planning process by focusing outcomes on goals and objectives in the plan.

Review MLA Bylaws for Association policies. Contact the MLA Office for interpretations or questions.

Evaluate unit's website for inclusiveness and currency and determine what content needs to be added. Submit edits and additions to the MLA Office.

Schedule, prepare agendas, conduct, and maintain records of all meetings.

Meetings should be scheduled during Annual Conference, and at other times deemed necessary by the Chair.

Prepare and submit a budget to the MLA Office as requested in the fall.

Obtain prior authorization from the Executive Board for projected expenses.

Be responsible for a conference program by setting objectives and scheduling content during the unit's session time at the Annual Conference. This should include a brief business meeting.

Recruit and encourage membership to submit breakout session proposals for the Annual Conference.

Report minutes of the Subunit and an annual report to the board and executive director by December 1.

Estimated time commitment: 1-2 hours per month

Reports:

Annually or as needed to the Board of Directors.

Division Executive Committee and Membership Meeting

Reports to membership through the MLA Round Up.