I. **Report Date:** September 8, 2023

II. **Special Officer Titles:** Membership Management Officer (MMO), Assistant Membership Management Officer (AMMO)

III. **Officers:** Jason Imbesi (MMO), Melissa Moll (AMMO)

IV. **Board Action Required:**
   - Adopt standard descriptions and definitions of non-chair members of committees, to be implemented in administrative, fiscal, committee, officer, and editor handbooks as portions come up for revision.
     i. **Justification:** Recent examination of ex officio appointments in the various MLA handbooks showed differing uses and definitions of the term "ex officio," leading to confusion. This proposal offers a gradual update and standardization of the written documentation and practice, clarifies in each instance whether an ex officio appointment holds voting privileges, and aids the transition to a new appointments processing workflow with the addition of the MMO/AMMO and Committee Management Team. Ex officio members would become defined as members of a committee or group who are part of it by virtue of office or another position held, with each individual appointment specified as ex officio voting or non-voting.
     ii. Proposed descriptions of non-chair roles, as standard wordings to be gradually implemented throughout MLA handbooks:
        - Voting member [i.e., an appointed or elected role, not ex officio]
        - Non-voting member
        - Ex officio voting member
        - Ex officio non-voting member
        - Ex officio member, non-voting on program proposals
        **Current**
        “Unless otherwise charged, ex-officio members have the same privileges and obligations as other committee members. The President may serve ex-officio on all committees except the Nominating Committee. (5/2011)”
        **Proposed**
        “Ex officio members are members of a committee who are part of it by virtue of office or another position held. Ex officio voting members have the same privileges and obligations as other committee members, including voting privileges, while ex officio non-voting members lack voting privileges within the committee. The President may serve as an ex officio member on all committees except the Nominating Committee.”
     iv. Finally, an example of how the updated terms and definitions could be implemented in a sample section of the Administrative Handbook:
        **Administrative Handbook II.F.2. CFO / Voting privileges**
        **Current**
        “The Chief Financial Officer is a non-voting member of the Board of Directors and an ex officio voting member of the Finance Committee,
Publications Committee and Development Committee, as well as the MLA Marketing Subcommittee. (rev. 9/2011; rev. 5/2013) (rev. 2/2022)"

*Updated*

“The Chief Financial Officer is a non-voting member of the Board of Directors; chair of the Finance: Investments Subcommittee, with voting privileges; and an ex officio voting member of the Development Committee, Development: Marketing Subcommittee, Finance Committee, Publications Committee, and Web Committee.

*Administrative Handbook II.G.7. CFO / Committee Membership Current*

“The Chief Financial Officer is a voting member of the Finance and Publications Committees and as such participates in the preparation of the budget and in the plans and products of the Publications Committee. The Chief Financial Officer assists the Development Committee and the Publications Committee in the conducting of subscription campaigns. The Chief Financial Officer is an ex officio member of the Development Committee, the MLA Marketing Subcommittee, and the Web Committee. (rev. 3/2011) (rev. 5/2013) (rev. 2/2022) (rev. 2/2023)"

*Updated*

“The Chief Financial Officer is chair of the Finance: Investments Subcommittee, with voting privileges; and an ex officio voting member of the Development Committee, Development: Marketing Subcommittee, Finance Committee, Publications Committee, and Web Committee. As such, the Chief Financial Officer participates especially in the preparation of the budget, in publication plans and products, and in the conducting of subscription campaigns.”

V. **Brief Summary of Activities**

- We continue to serve, as ex officio members, on the Web Committee, Membership Committee, and Committee Management Team.
- We collaborated with the CFOs, the Business Office, and selected MLA members to ensure the successful execution of the opening of the FY24 membership year.
- We created membership reports for Chapters and IAML and worked with the CFOs and each appropriate treasurer to track rosters. We are currently processing RFPs and submitting 990-N tax forms.
- We maintained the accuracy and currency of the MLA administrative structure through updating YM profiles, drafting appointment and thank-you letters, and identifying potential areas for attention.
- We maintained the listserv recipient lists for interest groups, committee chairs, and Chapter chairs, and created a new listserv for organizational liaisons (MLAOL-L). We also documented updates regarding the eligibility of membership to these listservs, especially Board member and special officer roles whose work could be aided through access to the targeted listservs.
- We drafted options for streamlining the letter-writing process, a web form for implicit bias testing reporting, and a timeline for the 2024 appointments cycle. We also drafted a
workflow for funneling appointments changes to the AMMO with Committee Management Team as part of the process, along with an “MLA Appointments Hub” as one-stop reference tool to facilitate the appointments work and provide answers more easily to some basic organizational questions.

- We initiated the creation of a new email address (appts@musiclibraryassoc.org) to be used as a joint account between the MLA President and MMO/AMMO to facilitate sending appointment and thank-you letters.

VI. Alignment with the 2022-2030 Strategic Plan Objectives

- Bullet points #1, 3-4
  - Broadly relate to all four Strategic Plan goals
- Bullet point #2
  - Broadly relates to Strategic Plan Goal Areas 2: Develop and Retain Membership and 4: Strengthen Communication
- Bullet point #5
  - Broadly relates to Strategic Plan Goal Area 4: Strengthen Communication
- Bullet points #6-7
  - Broadly relate to Strategic Plan Goal Areas 1: Organize Strategically and 3: Cultivate Inclusivity