I. **Report Date**: September 1, 2022

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**: None

V. **Brief Summary of Activities**
   - Since our last report in May, the MMOs have continued their ongoing onboarding process.
   - We have participated, as ex officio members, on both the Web Committee and Membership Committee through attending meetings and aiding in the distribution of a membership survey.
   - We have created membership reports for Chapters and IAML and have worked with the CFOs and each appropriate treasurer to track rosters, payments, and process RFPs and 990N forms.
   - We have collaborated with the CFOs, the Business Office, and selected members to ensure the successful execution of the yearly membership renewal process.
   - We have maintained the accuracy and currency of the MLA administrative structure through updating tracking documentation and YM profiles as well as drafting appointment and thank you letters.
   - We have maintained MLA listserv recipient lists.
   - Lastly, we have assisted in the planning and execution of an online town hall session aimed at encouraging recruitment of special officers and editors.

VI. **Alignment with the 2022-2030 Strategic Plan Objectives**
   - Participate on assigned committees, task forces, and working groups, including as ex officio members of the Membership Committee and Web Committee.
     - Broadly relates to all four Strategic Plan goals.
   - Create membership reports for Chapters and IAML. Work with the CFOs and each appropriate Treasurer to track rosters, payments, and process RFPs and 990N forms.
     - Related to Strategic Plan Values:
       - Value 2 - Collaboration: Enables members to work together to accomplish shared organizational goals, fosters shared commitments.
   - Collaborate with the CFOs and the Business Office in the management and successful execution of the yearly membership renewal process.
     - Related to Strategic Plan Values:
       - Value 2 - Collaboration: Enables members to work together to accomplish shared organizational goals, fosters shared commitments.
   - Maintain accuracy and currency of the MLA administrative structure through updating YM profiles and rosters as well as drafting appointment and thank you letters.
     - Related to Strategic Plan Values:
       - Value 2 - Collaboration: Enables members to work together to accomplish shared organizational goals, fosters shared commitments.
       - Value 3 - Community: fosters a community of practice...which creates a welcoming space for all members.
     - Goal 2 - Develop and Retain Membership
Objective 5 - Encourage member retention through support for member engagement.

- Maintain MLA listserv recipient lists.
  - Related to Strategic Plan Values:
    - Value 2 - Collaboration: Enables members to work together to accomplish shared organizational goals, fosters shared commitments.
    - Value 3 - Community: Fosters a community of practice...which creates a welcoming space for all members.
  - Goal 2 - Develop and Retain Membership.
    - Objective 3 - Sustain member contact throughout the year.
- Assist in the planning and execution of an online town hall session aimed at encouraging recruitment of special officers and editors.
  - Goal 2 - Develop and Retain Membership: Retain and expand membership by enhancing support for career development at all levels and career stages.
    - Objective 1 - Cultivate leaders and provide leadership training.
    - Objective 5 - Encourage member retention.