MLA Preservation Committee Handbook

I. Committee membership, appointment, and voting:
   A. Committee members and chair position are appointed by the MLA President in consultation with MLA Board of Directors (“the Board”). All committee members must be MLA members in good standing.
   B. Committee members support the charge of the committee, which is to coordinate preservation activities within the Music Library Association by keeping the membership informed of ongoing research and development in preservation, encouraging appropriate ways of handling music materials, and addressing specific preservation problems.
   C. Committee members participate in group discussions, both in person and virtual, drawing on personal experience, skills and knowledge.
   D. Committee members are expected to take assignments seriously and complete them in a timely fashion, and provide feedback on documentation, proposals, and requests for comments.
   E. All committee members have voting privileges. The MLA Archivist, who serves in an ex-officio role, advises the committee on matters related to its charge, and has the same privileges and obligations as other committee members. (MLA Administrative Handbook, VI.A.4.)
   F. Working groups will be established, as needed, with a specific charge and time frame for short-term projects and goals.

II. Responsibilities
   A. Committee Chair
      “The chair of each committee is responsible for assuring that the charge given to the committee by the President and the committee's obligations as described in section VI.A-G are carried out; and that committee members are kept fully advised of and involved in all committee activities.” (MLA Administrative Handbook, VI.C.).

   B. Committee Chair shall:
      • Follow the MLA Administrative Handbook and MLA Constitution and By-laws, as appropriate.
      • Communicate changes to the committee roster to committee membership and other key personnel within the organization (e.g. President, Web Manager, etc.)
      • Develop a calendar of activities.
      • Coordinate the work of working groups, if applicable.
      • Lead meetings (both in-person and virtual), seek volunteers for minute taking, and distribute meeting minutes after meetings.
      • Anticipate and prepare travel and other budget proposals related to calendar of activities.
      • Submit receipts/Requests for Payment (RFPs) for expenses, as needed to the MLA Chief Financial Officer.
      • Submit budget requests to MLA Financial Officer, as needed.
• Prepare the agenda for the business meeting at the MLA annual meeting, and request meeting agenda items from committee membership, as needed.
• Respond to official communications from the Chair of the Program Committee on matters related to the business meeting date, time, and venue during the MLA annual meeting.
• Plan and submit program proposal(s) to Program Committee for MLA annual meeting, including seeking session co-sponsors, requesting honoraria/expenses for guest speakers, and writing thank you notes post-session.
• Make recommendations to the MLA President for new member appointments and request appointment letters to be disseminated in a timely manner.
• Request thank you letters for outgoing committee members in a timely manner.
• Maintain the Preservation Committee handbook.
• Prepare reports of activities to be submitted to the Board, as requested, for the Board’s three meetings each year with a deadline based upon the Board’s meeting calendar.
• Prepare and submit annual report with completed and future goals to the Planning and Reports Officer.
• Develop a process for responding to requests for feedback from the organization and MLA membership in a timely manner.
• Field and delegate questions from MLA membership.

C. Working groups:
   If formed:
   • Members will perform assigned projects and tasks in a timely manner, working to designated timeline if implemented.
   • Attend meetings (if any).
   • Maintain relevant documentation outlining work, and report updates to the chair to be included in Board reports and the committee annual report.
   • Be responsibility for content of publications (if any).
   • Prepare summaries or written reports at the completion of projects and tasks.

III. Qualifications for Appointment
   A. Chair:
   • MLA member in good standing.
   • Ability to participate in the work of the committee and attend the MLA annual meeting unless extenuating circumstances occur.
   • Strong professional interest in committee’s charge.
   • Sound leadership, diplomatic, organizational, and writing skills.
   • Willingness to subscribe to and read electronic mailing lists that support committee’s charge.
   • Previous or current experience on the committee desired but not required.
B. Committee members:
• MLA member in good standing. Student members are eligible to serve on the Preservation Committee.
• Actively participate in meetings and work.
• Interest in the committee’s charge and a particular skill, area of expertise, or perspective to contribute to work and discussions.

IV. Appointment Procedures
A. The Planning and Reports Officer puts out a unified call on MLA-L announcing number of openings in each committee, ahead of the annual meeting.
B. Interested MLA members submit a statement of interest to the committee chair. Prospective members must mention their particular interest in serving on the committee and what they could contribute.
C. At the end of the annual meeting, the Chair reviews the list of interested members, taking into careful account the need for balance for expertise, experience, and interest within the committee. The Chairs then recommend the names of potential appointees to the MLA President; the President makes the final decision and appointment.
D. Appointments are not final, nor should they be announced, until individuals receive appointment letters. It is the Chair’s responsibility to check the membership directory to verify that a candidate is a member in good standing and, preferably, not already serving on other committees.
E. The Chair determine the necessary number of members. In most cases, appointments are staggered, so that rotations off the committee are balanced by experienced members who remain on the committee.

V. Length of Appointments
A. Committee chair serves no more than four consecutive years and will not usually succeed themselves.
B. Committee member terms are 4 years. Members are expected to serve only one term except in special cases that are brought to the President by the committee chair.
C. Per the MLA Administrative Handbook (VI.A.3.), “in consultation with the President, committee chairs may request the resignation of members who are not contributing to the fulfillment of the committee’s charge.”
D. Members may be reappointed after being off a committee for one year.

VI. Resignations
A. To resign from a committee, the member writes a letter to the MLA President but submits to the Chair.
• The chair forwards a copy of the written resignation to the MLA President.
• The chair prepares a written letter of acknowledgment to the individual (with a copy to the MLA President) for his/her contributions and service to MLA.
VII. Meetings:
A. Generally one business meeting is held at every MLA annual meeting. The Chair convenes and conducts the meeting(s).
B. Business meeting agendas may include: correction and approval of the previous year's minutes; reports from working groups (if any); planning for the coming year; and a special topic presentation.
   • Anyone wishing to place an item on the agenda should submit a request to the Chair before the meeting.
   • The Chair will distribute a preliminary agenda to members at or in advance of the meeting.
   • Guests may attend business meetings and may speak upon recognition from the Chair.
C. The chair submits requests for meeting date, time, and venue to the Chair of the Program Committee through the meeting scheduling process.

VIII. Absences:
A. If the chair is unable to preside over the business meeting, they may designate another member to preside over the business meeting.
B. If the Chair is unexpectedly absent, committee members shall designate a voting member to serve as chair for the remainder of the term.
C. Members should inform the chair if they are unable to attend the business meeting during the MLA annual meeting.

IX. Budget
Committee chairs submit a budget proposal (as needed) to the Fiscal Officer each spring; budget proposals are typically due at least four weeks before the start of the spring Board meeting. Estimates should be realistic, and goals should be clear.

X. Documentation
A. Internal working papers of working groups are handled individually within each unit. See Administrative Handbook VI.F Publications for more information about committee reports for publication in MLA publications.
B. From Administrative Handbook VI.D.5: Committee chairs are required to submit four reports each year. Three Board reports are submitted to the President per year, prior to each meeting of the MLA Board: a Spring report, due prior to the Board’s Spring meeting (usually May); a Fall report, due prior to the Board’s Fall meeting (usually September); and a Winter report, due prior to MLA’s Annual Meeting. An Annual Report is submitted to the Planning and Reports Officer. The majority of Board reports will be publicly posted before each Board meeting. See Appendix 2 for more information and format for each report.
C. The chair is responsible for contacting committee members and requesting updates to share via Board reports and the annual report. Document distribution is the responsibility of the Chair.
D. Website maintenance: The chair is responsible for working with the MLA Web Manager to update the committee webpage and subpages. Working group leads may request direct access for sharing reports with MLA membership, whenever applicable.

E. Minutes/recordkeeping requirements: The chair takes minutes during Annual Meeting committee business meeting, or delegates to another committee member. It is recommended that the chair shares all business meeting minutes, Board reports, and annual reports with committee members via the closed Google group site. Alternatively, the chair is encouraged to retain these documents in the group’s file library in members-only platform.

F. Archives: The Chair is responsible for transferring official records to the MLA Archives. As of 12/2021, the MLA Archivist is able to accept born-digital records as an electronic transfer. The Chair will archive correspondence of a substantive nature, while using discretion in determining exactly what is substantive. For more information: see the “Archives: Records Transfers” webpage on the MLA website.

XI. Communication Tools

A. MLA infrastructure
   1. Email communications using group site via MLA’s membership management portal.
   2. Committee chairs are added to the MLA-COMM email list. This listserv is typically used for administrative matters related to the running of committees and reporting of their work, including calls for reports. The listserv moderator updates the list membership at least once per year, following annual committee appointments. Questions regarding this listserv and membership should be directed to the MLA President or MLA Membership Management Officer.

B. Outside of MLA infrastructure
   1. Closed google group: New members will be added to the site by committee chair. Posting instructions are shared in the google group. The site can also be a backup repository for file management. (See X.E above).
   2. Google drive and other google products for committee (and working group) work.
   3. If email listed in MLA profile doesn’t allow for effective communication using Google products, committee members should request that an alternate email be used for access to these sites.
Appendix 1: Committee Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1</td>
<td>Fiscal Year Starts. Members must renew to be in good standing. First call for Annual Reports will go out in July. Watch for call on MLA-L.</td>
</tr>
<tr>
<td>August</td>
<td>Annual reports due to Planning and Reports Gatherer</td>
</tr>
<tr>
<td>Fall/Sept</td>
<td>Board reports due to President for Fall Board meeting. Watch for call on MLA-L.</td>
</tr>
<tr>
<td></td>
<td>Committee business meeting scheduling request (via Program Committee Chair)</td>
</tr>
<tr>
<td>Nov-Dec</td>
<td>General call for new members, put out by the MLA President (via Planning and Reports Officer).</td>
</tr>
<tr>
<td>Late Dec-Early Jan</td>
<td>Board reports due to President for Winter Board meeting. Watch for call on MLA-L.</td>
</tr>
<tr>
<td>March</td>
<td>Annual meeting. Business meeting minutes should be shared with committee members within 2-4 weeks.</td>
</tr>
<tr>
<td>After annual meeting</td>
<td>Submit recommendations for new committee members to President as soon as possible. Need statement of interest. Request “thank you” letters for outgoing committee members.</td>
</tr>
<tr>
<td>April-May</td>
<td>Prepare and submit committee-sponsored program proposals. Watch for call on MLA-L.</td>
</tr>
<tr>
<td></td>
<td>Submit Budget Requests to Fiscal Officer as requested. Watch for call on MLA-L.</td>
</tr>
<tr>
<td>Late April-Early May</td>
<td>Board reports due to President for Spring Board Meeting. Watch for call on MLA-L.</td>
</tr>
<tr>
<td>June 30</td>
<td>End of Fiscal Year</td>
</tr>
</tbody>
</table>


Appendix 2: Report formats

**Annual report:**
Submitted via electronic form on MLA blog site.

Report Title (text box): This is where you would input the name of your committee, etc.

Submitted by (text box): Your name goes here; formatting instructions included.

Group Name (drop-down menu): If you are submitting a report on behalf of a group, such as a committee, regional chapter, etc., please select the appropriate choice.

Special Office (drop-down menu): If you have a special office within the organization, please select the appropriate choice.

Group Members (text box): Please enter member names, roles (if any), and term expiration year; formatting instructions and sample data included.

Previous Goals (text box): List of previous goals and progress made towards each goal; formatting instructions and sample data included.

Future Goals (text box): List of goals for the next year and how they relate to the MLA Strategic Plan; formatting instructions and sample data included.

All formatting instructions and sample data can and should be overwritten.

For further guidance on what to include, please review past MLA Annual Reports.

---

**Reports to the Board of Directors** (“Board report”):

Board reports summarize committee activity since the previous Board meeting, including requests for Board decisions/actions, if needed. You may mention significant upcoming plans if appropriate.

Reports for the spring Board meeting should include budget requests, if needed, for the fiscal year to come, July-June.

Reports for the fall Board meeting should include committee goals for the current fiscal year, July-June.

Reports are normally due 2 weeks prior to each board meeting as announced by the President (September, February, June).
From call on MLA-L:
Please include the following information in your report:
   I. Report Date
   II. Name of Committee/Special Officer/Editor
   III. Committee Members (if relevant)
   IV. Board Action Required
   V. Brief Summary of Activities.

If there is not Board Action Required, please write NONE next to number IV.

Under number V please be brief. Use bullet points and keep your comments to no more than one page with 12-point type (chairs reporting for subcommittees may expand this, but aim for brevity).

Rev 12/2021