

Professional Development Committee

General

Support avenues of continuing education and research experiences for individuals employed in the library or related professions in the Mountain Plains region by:

- Coordinating MPLA grants for state association pre and post conferences.
- Sponsoring and coordinating MPLA professional development grants.
- Exploring avenues of continuing education in the region, such as establishment of a regional clearinghouse, with recommendations to be made to the Executive Board.
- Recommending programs or areas of continuing education concern to the Program Council.

Committee Membership

A Chair and three members are appointed by the President. No two members should be from the same state. Committee members are appointed by the President for two year terms and appointments are staggered to provide continuity. New members are appointed within two months following the annual meeting.

Committee appointees should have been active in MPLA for at least three years in order to be knowledgeable about people and concerns in the area. If possible, there should be representation from the state(s) in which conference(s) will be held.

The Chair should have served on the committee at least one year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the committee.

Responsibilities

Committee

1. Examine pre/post-conference and individual grant applications for approval or rejection and notify recipients.
2. Require that recipients submit an evaluative report prior to the next annual

conference.

3. Review evaluative reports for approval or rejection
4. Conduct an annual survey of all members about their continuing education needs.
5. Explore partnerships with other organizations for conference program planning and other educational opportunities.
6. May sponsor a session at the annual conference to stimulate interest in the grants program and to offer a forum for grant recipients to present the results of their projects.

Chair

1. Schedule and conduct committee meetings and conference calls.
2. Distribute grant applications and evaluative report forms, if a member is unable to access them electronically from the MPLA website.
3. Notify applicants of committee actions within 20 days following such actions
4. Serve as a member of the Executive Board.
5. Provide the Board with committee reports.
6. Verify with Chair of the Administrative Committee the amount of funding available for the next calendar year grants and provide a suggested annual budget to the Administrative Committee.
7. Place announcements concerning the grants program and deadlines for submitting applications in the *MPLA Newsletter* and other state and regional newsletters as well as the MPLA website.
8. Email a copy of announcements and deadlines for applications to State Representatives.

Chair Post-Conference responsibilities

1. Update records of the committee and other relevant materials and forward to new Committee Chair.

2. Provide copies of Evaluative Reports to the incoming Newsletter Editor, Webmaster, and the Executive Secretary for publicity.
3. Submit other materials to the Recording Secretary to be submitted to the Archives.
4. Hold materials for one year past the year action was taken.

MPLA Executive Secretary responsibilities

1. Participate as ex-officio as a non-voting member of the committee.
2. Receive and distribute applications and evaluative reports.
3. Determine grant eligibility.
4. Issue checks to reimburse grant related expenses.
5. Advise the committee on policies and procedures.

Meetings

1. The committee holds conference calls or electronic meetings on a bimonthly schedule set by the Chair.

For grants information including forms, see

<http://mpla.us/about/professional-development-grants.html>