MICHIGAN LIBRARY ASSOCIATION

# Spring Institute for Youth Services Workgroup

Approved September 2021
Revised: February 2023

## General Workgroup Description

The Michigan Library Association's Spring Institute Workgroup assists in the development, planning, and execution of the Spring Institute for Youth Services hosted every March or April. The Institute is targeted to library workers of all skill and experience levels who currently work in youth or teen services, library administrators and department heads, and library students interested in a career in youth services.

## Workgroup Membership and Meetings

The workgroup shall include between 8-15 members that meet monthly via Zoom. The workgroup will include a diverse cross-section of members representing varied experience level, library size and type, geography, and job title to best develop programs focused on service to patrons aged 0-18. The MLA Program and Event Director will serve as staff liaison. All workgroup members are required to attend a virtual MLA volunteer development training. Workgroup members are expected to attend the full Spring Institute for Youth Services, but special consideration will be made as needed for those unable to attend.

## Authority and Responsibilities

The Spring Institute Workgroup shall be responsible for two distinct areas:

Content Development and Planning

- Understand the current needs of youth focused library workers and library leaders across the state of Michigan
- Determine event theme/focus and goals
- Recruit potential keynote and featured speakers
- Draft the call for breakout session proposals
- Review session proposals according to determined guidelines and select breakout sessions for acceptance
- Develop special events and networking opportunities
- Solicit event sponsors and exhibitors
- Assist in marketing the event to MLA members and non-members
- Provide reports when requested by the MLA Board of Directors or Executive Director
- Complete exit survey at the conclusion of workgroup term to help MLA improve the ambassador experience.

On-site Event Support

- Staff event registration desk
- Assist with onsite setup as needed
- Act as room moderators during breakout sessions

- Introduce speakers
- Visit and thank sponsors and exhibitors
- Other duties as assigned

**Workgroup Terms**
10-month term begins in July and concludes in April.

**Chair and Vice Chair Selection**
The workgroup will have a chair and vice-chair as selected and approved by MLA staff. The vice chair is encouraged to serve as chair the following year.

**Chair Responsibilities**
The workgroup chair will be expected to help lead the workgroup. The vice-chair is encouraged to serve as chair the proceeding year.

Duties of the Chair include, but are not limited to:
- Determine final conference theme and schedule alongside MLA staff
- Send meeting reminders to workgroup members
- Assist MLA staff to develop meeting agendas and lead workgroup meetings

Duties of the Vice-Chair include, but are not limited to:
- Take meeting notes and post meeting notes to Google Drive
- Assist conference chair as needed

**Communications**
The workgroup will communicate via two primary methods: MLA will create a group email e-list and a shared Google Drive. A Google email address is required to access the drive but may be a different email address than is added to the e-list. The e-list will be used for questions and ongoing communication, and the Google Drive will store collaborative documents, resources, meeting notes and agendas.

**Qualifications**
This is an opportunity for an individual who is passionate about youth or teen services, program and collection development, and early literacy. Workgroup members should be current MLA individual members throughout the length of their term, and must be willing to be creative, innovative, and show leadership skills throughout the conference planning process.

**Service Without Renumeration**
Service on Michigan Library Association's Workgroups are without remuneration.