



## **Webinar and Workshop Workgroup**

Revised: February 2023

### **General Workgroup Description**

The Michigan Library Association's webinar and workshop workgroup (WWW) assists in the development, planning, and execution of a variety of professional development programs and events held throughout the year. The workgroup will determine appropriate educational content and evaluate the success of professional development activities in order to ascertain the effectiveness and sustainability of the programs. WWW is expected to help design at least six webinars or workshops throughout their term.

### **Workgroup Membership and Meetings**

The workgroup shall include between 8-15 members that meet monthly via Zoom. These members will primarily work in subcommittees with meeting schedules to be determined by subcommittee members. 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 for library workers of all skill and experience levels. The MLA Program and Event Director will serve as staff liaison. All workgroup members are required to attend a virtual MLA volunteer development training.

### **Authority and Responsibilities**

The webinar and workshop workgroup shall be responsible for two distinct areas:

#### Content Development

- Understand the current needs of library workers across the state of Michigan
- Develop engaging and timely professional development content based on identified needs.
- Attend monthly workgroup meetings and provide reports when requested by the MLA Board of Directors, Executive Director, or Program and Event Director.
- Participate in at least one workgroup subcommittee to plan individual webinars and/or workshops.
- Determine webinar and workshop topics, goals and objectives.
- Recruit speakers and facilitators to lead workshops and webinars within set MLA professional development budgets.
- Adhere to event planning deadlines as determined by MLA.
- (Optional) Host an MLA webinar or workshop.

#### Event Attendance and Personal Professional Development

- Attend at least one MLA professional development offering each year and provide feedback to the workgroup.
- Attend at least one non-MLA sponsored professional development opportunity each year and report feedback to the workgroup.
- Draft post-event survey to evaluate the outcome of professional development activities.

- Determine whether to adapt or discontinue repeat programs.
- Advise MLA staff on preferred delivery methods for future professional development or networking activities (webinars, self-paced courses, podcasts, in-person workshops, etc.)
- Complete exit survey at the conclusion of workgroup term to help MLA improve the ambassador experience.

### **Subcommittees and Special Assignments**

Volunteers may select their subcommittees of interest, which are focused on planning and launching one professional development event. Volunteers may serve on multiple subcommittees if they chose to do so. Occasionally, a special subcommittee may be formed by the MLA Executive Director to achieve a specific goal or develop a new program or event.

### **Workgroup Terms**

One-year terms begin in July and concluding in June.

### **Chair and Vice Chair Selection**

The committee will have a chair and vice-chair, or two co-chairs, as selected and approved by MLA staff, who serve a one-year leadership term.

### **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 webinar schedule alongside MLA staff
- Send meeting reminders to workgroup members
- Assist MLA staff to develop meeting agendas
- Serve on at least 3 subcommittees
- Meet with MLA staff and provide reports as needed

Duties of the Vice-Chair include, but are not limited to:

- Take meeting notes and post meeting notes to Google Drive
- Serve on at least 3 subcommittees
- Meet with MLA staff and provide reports as needed

### **Qualifications**

This is an opportunity for an individual who is passionate about the success of MLA's members. 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. Previous programming or event planning experience is not required, but is helpful.

### **Service Without Remuneration**

Service on Michigan Library Association's Committees are without remuneration.