**MLA Executive Director**

**Performance Areas:**

**Administration – 30%**:

1. Maintains membership records for the Association including database maintenance, weekly website updates, handling dues collection, renewal notices, mailing labels, membership, statistics, etc.
2. Provides administrative support to Association and Board activities. This may include print and distribution of membership materials, such as ballots, publications, division and interest group materials.
3. Provides support for annual conferences of the Association. Conference support may include exhibitor communications and coordination; and work with the Conference Planning Committee and the Local Arrangements Committee to ensure continuity and efficiency for each conference, including maintenance of a conference planning manual.
4. Attends MLA Board meetings.
5. Updates and maintains the Manual of Procedures, Bylaws, etc. and distributes them to all incoming officers of the Association.
6. Performs other administrative duties as assigned by the Board of Directors.

**Finance – 30%:**

1. Accounts for Association funds;
2. Acts as fiscal agent for the Association, maintaining bank accounts, accounts payable and receivable, handling cash when appropriate, bookkeeping and maintaining financial records.
3. Works with the Board (and specifically with the Secretary-Treasurer and the Budget Committee) to establish an annual budget for the Association.

1. Has accounts audited annually and provides audit reports to the Board.
2. Maintains appropriate postal permits.
3. Produces mailing labels.
4. Handles member expense reimbursements.
5. Maintains and files records for tax and other business purposes.
6. Maintains the Association's membership in ALA, MPLA, and PNLA.

**Board Liaison – 25%:**

1. Reports to the Board of Directors -- specifically to the Executive Committee. The Administrative Director will provide financial reports to the Board on a regular basis and as requested, including an annual end-of-year financial report.

**Overall Performance – 15%**

1. Responds in a timely manner to questions, correspondence, etc.
2. Maintains cooperative relationships with members of the Board, Committee chairs, paid staff, MLA members and other library associations.

**MLA Staff Evaluation Form**

**Executive Director**

**Rating Code**

**5 - Significantly Exceeds Expectations**

Consistently exceeds the performance standard and produces outstanding achievements.

**4 - Exceeds Expectations**

Performance consistently exceeds the performance standards.

**3 - Fully Meets Expectations**

Performance meets all and sometimes exceeds performance standards.

**2 - Meets Most Expectations**

Most performance standards are met, however, development and/or improvement is required.

Performance improvement planning is necessary in some areas.

**1 - Does Not Meet Expectations**

Fails to meet the performance standards. Performance improvement is essential for continued employment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance area** |  |  | **Rating** |  |  |
|  | **Significantly exceeds** | **Exceeds** | **Fully meets** | **Meets some** | **Does not meet** |
| **Administration** |  |  |  |  |  |
| **Finance** |  |  |  |  |  |
| **Board liaison**  |  |  |  |  |  |
| **Overall performance** |  |  |  |  |  |

**Please comment on specific areas of excellence:**

**Please comment on specific areas of concern:**