

## **Association for Rural and Small Libraries**

### **Key State/Provincial Contact**

#### **Volunteer Job Description**

**PURPOSE OF POSITION:** Assists the Association by sharing information about ARSL's work with small and rural libraries in their state or province. Helps to accomplish several of the Association's key objectives:

- To organize a network of members concerned about the growth and development of useful library services in rural and small libraries.
- To provide opportunities for the continuing education of members.
- To collect and disseminate information and resources critical to this network.
- To advocate for rural and small libraries at the local, state and national levels.

#### **QUALIFICATIONS:**

- Enthusiastic ARSL Member who has benefited from membership, conference attendance and/or participation in listservs
- Access to state/provincial library listservs and other means of communication that will reach rural and small library staff, volunteers and trustees.

**HOW APPOINTED:** Appointed by the Membership Development Committee.

**POSITION REPORTS TO:** Membership Development Committee Chair.

#### **REQUIRED RESPONSIBILITIES:**

1. Forward ARSL information provided – primarily about ARSL membership and conference – to state/provincial listservs and other means of communication that will reach rural and small library staff, volunteers and trustees.

#### **ADDITIONAL SERVICE OPTIONS:**

2. Notify ARSL of your state/provincial library conference(s) and obtain information about the feasibility of ARSL having a presence at those events. Help to make arrangements if it is determined by the ARSL board that a presence would be beneficial to ARSL.
3. When ARSL has a booth or other presence at such library events:
  - Recruit local members to assist in providing volunteer staffing for it.
  - Take delivery of Travelling Exhibit items: ARSL banner, brochures and conference information, and ensure they are delivered to the event and returned to ARSL (postage cost will be reimbursed.)
4. Coordinate providing conference badge identification for ARSL members at your state/provincial conferences (ARSL pins, stickers or ribbons can be ordered via our website --

coming soon!).

5. Coordinate “meet-ups” in your state. ARSL members could get together for a photo op / some networking at their state conferences or other meetings.
6. Coordinate room-sharing / carpooling for those from your state/province planning to attend the ARSL conference.
7. Consider meeting with other Key Contacts in your region to brainstorm recruitment ideas and share them with the key contacts listserv.
8. Participate in brainstorming via the Key Contacts listserv

**TERM OF OFFICE:** One calendar year, expiring at conference time. Key Contacts attending conference will have the opportunity to sign up for re-appointment there. Others will be contacted following the conference by the Membership Development Chair.

**TIME COMMITMENT:** Estimate 1 to 2 hours per month

Date Revised: 6/2011