

## **Southeastern Library Association State Representative Description**

As SELA State Representatives, it is strongly recommended that the liaisons attend a one-day training session on how to successfully accomplish the goals of the association. The first part of the training will be led by a member of SELA who understands the impact that a good state's liaison can make. The second part of the training will be led by an experienced trainer in building leadership skills, team building, communication skills and promotional skills. The training sessions have been planned to help the state representatives understand how to carry out their role as the associations' Representative. The liaisons are on the frontline as their states' link to SELA and are the key people with the most influence in bringing new members to SELA.

### **The SELA State Representatives should consider the following:**

- Setting up a listserv to share ideas and methods of what is working and what has not worked.
- Creating a blog for brainstorming and sharing.
- It is also strongly recommended that, in conjunction with a conference, the Representatives meet for one-half day, about midway through their term (after 2 years), to renew relationships and network with one another to further enhance the future of their service.

### **Working with State Association, the Representative should:**

- Upon election, contact the chair/president of the different associations and the chair/heads of each of the association's divisions. The Representatives should ask what they can do to help the different associations and how the different associations can help promote SELA.
- Request that the SELA State Representative position be included on their individual state's association board.
  - Request agenda time at each meeting for the purpose of providing updates and promotional comments about SELA.
- Promote SELA through their association's web page with updates on what is happening with SELA and what benefits are available through SELA membership.
- Submit articles or at least brief updates at each opportunity if the state association has a newsletter or publication (online and/or hardcopy).
- Attend as many association meetings as possible, set up the SELA "display" at the state's annual association meeting, and ask for agenda time at each divisional seasonal or Spring meeting to promote SELA membership and hand out membership brochures.

## **Library Schools**

- If the state has a library school or schools, Representatives should contact the library school dean(s) and request their assistance in providing information to students about SELA.

## **Other Library Organizations**

- Contact each of the leaders of library associations such as the SLA/local chapters, MLA/local chapters, Law library organization(s), College and University library organizations, as well as Trustees, and School library associations (if separate from the main state association).

- Representatives should introduce themselves and explain their role as the SELA State Representative, describing the benefits of SELA as well as requesting time on their meeting agendas whenever possible for information update(s) and SELA promos.

- Likewise, Representatives should, at every opportunity, ask what they could do for the various library organizational entities.