

MYRA Events Chair Job Description

The Board Events Chair priority is event organization and oversight.

The Board Events Chair is a member of the Board, and:

- attends and reports at Board meetings;
- responds to online Board discussion and votes;
- gathers, updates, and keeps information regarding annual organizational conferences and children's literature events for MYRA calendar and participation;
- arranges for space at conferences and other events for MYRA attendance;
- coordinates Awards events - announcements, presentations, etc. - working with hosts/sponsors, Board Chairs, and others, overseeing MYRA particulars;
- serves as liaison between Authors & Awards Chair, MYRA, and other events contacts to coordinate guests;
- creates a shared working document for each event with all details;
- maintains the MYRA calendar.

Each Board member has a stated priority and MYRA's purpose to use as guides as they undertake their duties.

It is Minnesota Youth Reading Awards' purpose to administer yearly "read and vote" awards programs, providing nominee titles that offer opportunities for Minnesota youth to see themselves and others in literary works, to make new connections, and to engage and enjoy the world of reading.