APL Guidelines for Staff Meetup Roles

Each Library Branch should have one Meetup Branch Coordinator (MBC), who is responsible for posting previously agreed upon Branch events and programs. The MBC is assigned by the Branch Manager and reports to Library Web Editor (Alex Zealand).

Event / Program Leaders (EPL) are responsible for communicating details and changes in a timely manner to their Meetup Coordinator. Events and programs that go on Meetup must first be approved by the Library Web Editor.

Event / Program Leader Responsibilities (EPL)

Scheduling

- Give the MBC all details to post to Meetup
- Alert MBC to any changes in program or schedule in a timely manner
- Alert MBC any time an event will be cancelled or led by a substitute staff member or volunteer

Event

- Post Meetup sign with name of event 15 minutes before start time
- Find out how many attendees found your event on Meetup

Meetup Branch Coordinator (MBC)

Scheduling

- Post all Meetup approved events to Meetup
- Post changes as received, alert members by Meetup email when appropriate
- Post cancellations as soon as received; alert members by Meetup email

Event

- Create official Meetup sign for each event or program
- Provide official Meetup sign to EPL at least 30 mins before event

Meetup

- Create Meetup membership using APL email address.
- Edit name and description to reflect position as APL staff
- Respond to comments and questions on Meetup in a timely manner (within 24 hours whenever possible)
- Invite Web Editor to be co-organizer on all events

Alert Library Web Editor if:

- Comments or questions on Meetup are angry or rude – do not respond
- You don’t have the answer to a question
- You would like to post Library events on another Meetup group.

AZ draft 7/17/15