

TLA Steering Committee

The TLA steering committee is composed of committed representatives from various US-based tool libraries.

Chairperson

LEANNA

- Develop NTLA culture and promote transparency and collaboration throughout the group.
- Facilitate regular and productive meetings of the steering committee and alliance at-large.
- Oversee and maintain up-to-date knowledge of group finances.
- Identify and support strategic partnerships.
- Identify potential sources of income and fundraising efforts.
- Represent NTLA in public in ways that strengthen organizational perception and communicate the group's mission.

Secretary

As Needed

- Take meeting notes.
- Delegate notetaking when needed.
- Compile and track action items created during meetings.
- Maintain meeting invitations, file access and email list(s)

Treasurer

Alison Huff (Shareable Operations Director)

- Manage NTLA bank account and funds.
 - Provide regular financial updates to the steering committee.
 - Create and monitor NTLA budget with Chairperson.
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Systems & Governance Coordinator

AMANDA

- Bring to larger group issues, revision, and updates, and respectively address the groups concerns and questions
- Research and develop founding documentation (charters, bylaws, codes of conduct, conflict of interest disclosures, etc.) to propose to the steering committee.
- Ensure that NTLA is compliant to the regulations of relevant government entities.
- Make annual assessments of core documentation and suggest updates.

Community Coordinator

JOSH EPSTEIN

Preferred contact method: email josh@seattlereconomy.org

- Update and maintain the directory of network members.
- Undertake outreach and recruitment for new members.
- Make annual assessments of the recruitment and membership guidelines and suggest updates to the steering committee for approval.

Partnership Coordinator

JASON

- Identify and pursue strategic partnerships with like minded non-profit and for-profit entities to benefit the work of the NTLA.
- Hold meetings and take notes for the review of the steering committee.
- Bring partnership proposals to the steering committee for consideration.
- Build awareness and support for the NTLA in the wider networks of sustainability, government, philanthropy, etc.
- [Full proposed](#) role priorities

Co-Labs/Education Coordinator

AMANDA MILLER

Preferred contact method:

- Identify monthly topics and leaders
- Support session leads with brainstorming and reaching out to speakers
- Make sure website is updated with upcoming registration links
- Advertise upcoming sessions to International Google Group
- Provide PPT template and other assets to leads/speakers as needed
- Coordinate with Shareable to capture and catalog content

Development Coordinator

AMANDA & DARREN

- Identify grant and funding opportunities.

- Develop proposals.
- Track and report on grants.

Webmaster/Digital Administrator

DARREN COTTON

Preferred contact method: darren@thetoollibrary.org

- Ensure digital systems and files are organized and accessible.
- Create and maintain naming norms for files and folders.
- Ensure the NTLA has necessary software to execute its work. Research and propose new software platforms when needed.
- Social media/newsletter?