



**MILWAUKEE**  
PUBLIC LIBRARY

**MILWAUKEE POET LAUREATE, NOMINATION COMMITTEE  
AGREEMENT FORM**

As a member of the Nomination Committee for the Milwaukee Poet Laureate, I have a responsibility to ensure that the organization does the best work possible in pursuit recruiting and nominating a Poet Laureate for the 2022-23 Term. I support the purpose and mission of the Milwaukee Poet Laureate Project and pledge my commitment to assist in carrying out its work.

As a Committee Member, I will consistently act responsibly and prudently. I understand my duties and expectations to include:

1. Establish a meeting schedule and timeline for the successful completion of nomination process.
2. Assist in the creation of the Poet Laureate Application including job description, requirements, and stipend amount.
3. Assist in identifying recruitment avenues through my own network along with MPL and fellow committee member networks.
4. Help establish screening criteria including creation of evaluation worksheet to assess knowledge, skills, abilities, and experience of each applicant.
5. Screen and review every applicant.
6. Work collaboratively with fellow committee members to nominate a Poet Laureate based on screening criteria.
7. Participate in planning of Induction Ceremony.
8. Attend and actively participate in no less than 80% of committee meetings, whether virtual or in-person (meetings will be held virtually in response to the COVID-19 pandemic until the Health Department approves in-person services).
9. Accept and complete assignments or work related to the mission of the committee as requested by the committee chair.
10. Review committee documents, reports, and manuscripts in a timely manner.
11. Provide input and suggestions for committee actions on a regular basis.
12. Disclose any conflicts of interest to nominated poets.
13. Participate in planning of Induction Ceremony.
14. Maintain strict confidentiality throughout the entire search and selection process. I understand any information disclosed to outside parties regarding the applicants and/or the process will be grounds for termination from the committee.

The Milwaukee Public Library agrees to:

1. Send regular updates to all Committee Members regarding updates and status of the selection and nomination process.

2. Respond in a timely manner to any questions necessary to carry out the work and responsibilities of the Nomination Committee.
3. Provide adequate and ample meeting space for all Nomination Committee meetings.

**MILWAUKEE PUBLIC LIBRARY**

**NOMINATION COMMITTEE**

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Nomination Committee Chair                      Date

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Committee Member    Date

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Library Director    Date