

**NORTH ATLANTIC HEALTH SCIENCES LIBRARIES, INC.
A CHAPTER OF
THE MEDICAL LIBRARY ASSOCIATION, INC.
POLICY AND PROCEDURE MANUAL**

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NORTH ATLANTIC HEALTH SCIENCES LIBRARIES, INC.
CHAPTER OF
THE MEDICAL LIBRARY ASSOCIATION, INC.
Policy and Procedure Manual
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1.0 INTRODUCTION

Seven years have elapsed since the printing of the North Atlantic Health Sciences Libraries (NAHSL) Policy and Procedure Manual. This earlier work was intended to assist the Executive Board in the planning and management of the Chapter's programs and services.

The objective of this manual is to update the earlier work and to provide ongoing practical guidance with respect to the development and operation of NAHSL services. The manual is intended to supplement and elaborate on the Chapter's bylaws. The Executive Board will review and update the manual annually or as needed, to reflect changes at MLA or within the health care environment that might effect NAHSL activities.

Irene M. Lathrop
Chair, NAHSL Bylaws Committee

The 2000 edition of the Bylaws makes several changes that reflect the work of the NAHSL Board. Additionally, the 2000 edition is formatted for viewing on the NAHSL web-site rather than being only paper-based. The NAHSL Board hopes that this will make this working document about our organization more accessible to the general membership.

Debbie Sibley
Chair, NAHSL Bylaws Committee, 2000

In 2001 the Board updated the Policy & Procedure Manual, but the Bylaws remain unchanged.
Patty Kahn
Chair, NAHSL Bylaws Committee, 2001

2.0 EXECUTIVE BOARD

2.1 Composition:

Consists of all officers, all committee chairs, and one representative from each state in NAHSL's geographic area. State representatives are nonvoting members of the Executive Board.

2.2 Appointment methods:

Officers are elected to the Executive Board. Committee chairs are appointed by the NAHSL Chair with Executive Board approval. State representatives are appointed by the major health sciences library organization in each state.

All elected officers and committee chairs must be NAHSL members and voting members of MLA. State representatives must be members of NAHSL.

2.3 Term:

Term of office varies with the position. See entry for each position for specific length of terms for officers and committee chairs.

State representatives serve at the pleasure of the state organization which appoints them and their terms are determined by the state organization.

2.4 Duties:

- Conducts the business of NAHSL between regular membership meetings.
- Formulates yearly goals and objectives in keeping with NAHSL's mission and in consideration of the annual goals set by MLA. See RESPONSIBILITIES below.
- Appoints standing and ad hoc committees/task force committees as needed.
- Determines policies and procedures for NAHSL based on recommendations of appropriate committee.
- Maintains appropriate treasury funds; recommends changes in dues and notifies members prior to the Annual Meeting, at which members will vote on the recommendation.
- Approves expenditures of NAHSL funds as provided in the policies of the Finance Committee and approved by the Executive Board.
- Recommends bylaws changes as needed.
- Votes may be taken electronically (via email) between Board meetings provided that a quorum is reached.

2.5 Responsibilities:

- Meets a minimum of four (4) times per year; one meeting is held during the Annual Meeting.
- Submits a list of yearly goals and objectives to MLA within one (1) month after the Annual Meeting. Goals and objectives are usually developed at a special Executive Board meeting held in October or November.
- Reviews scholarship guidelines.
- Approves site of Annual Meeting, based on recommendations of the Conference Committee.

2.6 Relationships:

The Executive Board maintains relationships with NAHSL members, MLA, and other organizations through its officers, committee chairs, and state representatives. Other liaisons may be appointed by the Executive Board.

3.0 ELECTED OFFICERS

3.1 Chair

Selection method:

Elected as Conference Chair-Elect by NAHSL members.

Term:

One-year term as Chair is third of a four-year commitment. Serves one-year term as Conference Chair-Elect, one year as Chair-Elect/Conference Chair, one year as Chair, and one year as Past-Chair.

Prerequisites:

Must be voting member of MLA and of NAHSL.

Duties:

- Presides over all meetings of NAHSL membership and of NAHSL Executive Board.
- Serves as primary representative of the Chapter to MLA, state groups, other organizations or businesses.
- Appoints committee chairs with approval of Executive Board.
- Is ex-officio member of the Conference Committee.
- Acts as liaison between the Executive Board and NAHSL committees.
- Acts as liaison between the Executive Board and state representatives and/or state chairs.
- Ensures that the Chapter sets annual goals consistent with the needs of the Chapter and the goals of MLA.
- Ensures that activities of NAHSL are consistent with established goals and objectives of the organization.

Responsibilities:

- Schedules, prepares agenda, and sends out meeting notices for Executive Board meetings and Annual Business Meeting.
- Prepares and presents Annual Report to NAHSL membership at Annual Meeting.
- Submits report of Chapter's annual goals and objectives to MLA.
- Prepares and submits annual report to MLA.
- Supplies chapter information for MLA directory and other information as requested by MLA.
- Attends orientation session for new chapter chairs at MLA Annual Meeting preceding the term of office.

Relationships:

Executive Board: For conducting business of the organization, setting goals and objectives.

State Chairs: For channeling communication between NAHSL and the state organizations.

NAHSL Membership:

For channeling communication about member needs and interests to the Executive Board and for sharing information about NAHSL activities with the membership.

3.2 Chair-Elect/Conference Chair

Selection Method:

Elected as Conference Chair-Elect by NAHSL members.

Term:

One-year term as Chair-Elect/Conference Chair is second of a four-year commitment. Serves one-year term as Conference Chair-Elect, one year as Chair-Elect/Conference Chair, one year as Chair, and one year as Past-Chair.

Prerequisites:

Must be voting member of MLA and of NAHSL.

Duties:

- Serves as Chair whenever the Chair is unable to do so, presiding over any meeting in Chair's absence.
- Serves as Chair of the Conference Committee.
- Serves as member of the Finance Committee.
- Becomes Chair if Chair is unable to complete term of office.

Responsibilities:

- Attends all NAHSL meetings, general and executive.
- Submits an annual report and budget to the Executive Board.
- Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.

Relationships:

Executive Board: To advise and assist in setting and carrying out goals and objectives.

Treasurer: To confer about Annual Conference expenses.

3.3 Conference Chair-Elect

Selection Method:

Elected as Conference Chair-Elect by NAHSL members.

Term:

One-year term as Conference Chair-Elect is first of a four-year commitment. Serves one-year term as Conference Chair-Elect, one year as Chair-Elect/Conference Chair, one year as Chair, and one year as Past-Chair.

Prerequisites:

Must be voting member of MLA and of NAHSL.

Duties:

- Serves as Chair whenever the Chair, or Chair-Elect/Conference Chair are unable to do so, presiding over any meeting in their absence.
- Organizes Conference Committee and serves as Chair.
- Coordinates with the Executive Board and the Program Committee in setting the theme for the Annual Meeting

- Develops the conference budget and submits the budget to the Treasurer; coordinates with the Finance Committee and Executive Board to develop the fiscal philosophy to guide pricing decisions.
- Approves site selection for the Annual Meeting
- Establishes a time-line for conference planning activities; oversees the planning process, receives reports from the Program and Education Committees.

Responsibilities:

- Attends all NAHSL meetings, general and executive.
- Submits an annual report and budget to the Executive Board.
- Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.

Relationships:

Executive Board: To advise and assist in setting and carrying out goals and objectives.

3.4 Past Chair

Selection Method:

Elected as Conference Chair-Elect by NAHSL members.

Term:

One-year term as Past Chair is fourth of a four-year commitment. Serves one-year term as Conference Chair-Elect, one year as Chair-Elect/Conference Chair, one year as Chair, and one year as Past Chair.

Prerequisites:

Must be voting member of MLA and of NAHSL.

Duties:

- Serves as Chair of the Nominating Committee.
- Serves as Chair whenever the Chair, Chair-Elect/Conference Chair, or Conference Chair-Elect are unable to do so, presiding over any meeting in their absence.

Responsibilities:

- Attends all NAHSL meetings, general and executive.
- Submits an annual report and budget to the Executive Board.
- Prepares and submits midyear report to MLA.
- Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.
- Solicits NAHSL Achievement Award nominations & recommends awardee(s) to Executive Board (see Appendix C).

Relationships:

Executive Board: To advise and assist in setting and carrying out goals and objectives.

3.5 MLA CHAPTER COUNCIL REPRESENTATIVE AND ALTERNATE

Selection method:

The Representative and Alternate Representative shall be elected in alternate years. The Representative and Alternate Representative shall take office immediately after the MLA Annual Meeting which follows their election by NAHSL.

Term:

Three years. May serve twice for a total of six years. Ideally, the alternate is chosen with the intention of moving up to the representative position

Prerequisites:

Must be voting member of MLA and of NAHSL.

Reimbursement:

Chapter Council meets prior to the beginning of the MLA annual conference. Both the representative and the alternate receive \$250 toward MLA annual conference expenses.

Duties and Responsibilities:

See 3.5.1

3.5.1 MLA CHAPTER COUNCIL REPRESENTATIVE AND ALTERNATE THE ROLE AND RESPONSIBILITIES OF CHAPTER COUNCIL REPRESENTATIVES AND ALTERNATES

The Representatives perform very important functions within the overall structure of the Medical Library Association (MLA). For this reason, all due consideration should be given to nominating and electing a qualified individual to fill this office.

The Chapter Council Representative:

Attends all Chapter Council meetings and represents his/her chapter.

Votes on issues presented to the Council including the recognition of new chapters, candidates for MLA Nominating Committee and the election of a Chapter Council Chair, who serves ex-officio on the MLA Board of Directors.

Participates in Chapter Council deliberations and responds on behalf of his/her chapter to matters which affect it.

Addresses chapter concerns to the Council and potentially, through the Council Chair, to the MLA board. The Representative also carries issues to the chapter from the Council to obtain membership response.

Implements Council decisions, and gathers information as requested.

Serves on at least one standing or ad hoc committee and may, if appointed, serve as Chair of a Chapter Council Committee.

Submits annual and midyear reports by the assigned date to the Council Chair.

Ensures the selection of a Nominating Committee nominee from his/her chapter and submits a biographical form to the elections committee by the assigned date.

Assures election of new Representatives and Alternates.

Informs chapter officers about MLA Archives Guidelines (Appendix XIII) and provides feedback to Chapter Council.

Keeps his/her Chapter officers informed of all significant business and events emanating from the Chapter Council. The Representative's report is a regular agenda item at chapter meetings.

Solicits comments and suggestions from chapter officers and members.

Submits copy for a Chapter Column in the MLA News by the assigned date.

May be a board member of the chapter he/she represents.

Keeps Alternate fully informed of all Chapter Council activities.

The above responsibilities may be shared with or assigned to the Alternate.

The Alternate:

The Alternate performs very important functions within the overall structure of the Medical Library Association (MLA). For this reason, all due consideration should be given to nominating and electing a qualified individual to fill this office.

The Alternate will share the Responsibilities of the Representative, including:

Attends all Chapter Council meetings and participates freely in discussions and deliberations. Serves as a non-voting member of the Council except, when a Representative is not present at a Council meeting, the Alternate shall temporarily assume the Office of Representative, including the right to vote. Replaces the Representative should he/she be elected to Chapter Council Chair or become unable to complete the term of office. A new Alternate from the affected chapter shall be elected by that chapter when this occurs, and shall serve the remaining term of the Alternate who is being replaced.

May be appointed Secretary to the Council.

May be appointed to and chair Council Committees and/or subcommittees.

May serve as a board member of the chapter.

3.6 Secretary

Selection Method:

Elected by the NAHSL members.

Term:

Three years.

Prerequisites:

Must be voting member of MLA and of NAHSL.

Duties:

- Takes minutes of all NAHSL meetings and distributes to the Executive Board in a timely fashion.
- Maintains an organized record of NAHSL minutes, Chapter correspondence, and other pertinent materials.
- Orders and distributes NAHSL stationery.
- Distributes scholarships to NAHSL members.

Responsibilities:

- Attends all NAHSL meetings, general and executive.
- Submits an annual report and budget to the Executive Board.
- Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.

Relationships:

Executive Board: To advise and assist in setting and carrying out goals and objectives.

NAHSL Membership: For equitable distribution of scholarships.

3.7 Treasurer

Selection Method:

Elected by the NAHSL members.

Term:

Three years.

Prerequisites:

Must be voting member of MLA and of NAHSL.

Duties:

- Serves as Chair of Finance Committee; manages all financial matters of NAHSL.
- Receives and disburses NAHSL monies.
- Reports status of treasury at Executive Board Meetings and Annual Business Meeting.
- Files necessary forms and tax returns relating to NAHSL incorporation and tax exempt status.
- Prepares documentation for filing of annual tax return.
- Reports income and expenses from all NAHSL meetings to the Executive Board.

- Serves as ex-officio member of the Conference Committee.
- Prepares appropriate budget analyses for the Executive Committee.
- Advises the Executive Committee on all financial decisions.
- Arranges a smooth transition to the following treasurer.
- Prepares and monitors NAHSL budget.

Responsibilities:

- Attends all NAHSL meetings, general and executive.
- Submits an annual report and budget to the Executive Board.
- Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.

Relationships:

Executive Board: To advise and assist in setting and carrying out goals and objectives.

4.0 APPOINTED OFFICERS AND REPRESENTATIVES

4.1 State Representative to Executive Board

The NAHSL Executive Board maintains a liaison with NAHSL members through state representatives. The major health sciences library group of each New England state in NAHSL's geographic area appoints a representative to serve on the NAHSL Executive Board.

State representatives are selected according to the wishes of their respective state groups (i.e., by appointment, election, etc.). The length and dates of their terms are determined by the state association. Each representative must be a NAHSL member.

State Representatives are advisory members of the NAHSL Executive Board and do not have voting privileges on Executive Board decisions. Travel reimbursement is not provided for state representatives from the NAHSL treasury; they may request travel reimbursement from their state associations or parent institutions.

Duties. The state representative or an alternate will attend all scheduled meetings of the NAHSL Executive Board. The representative will provide communication between NAHSL and the state association. State representatives are responsible for reporting to the NAHSL Executive Board current activities, decisions, projects, interests, concerns, and plans of the state organization, and will submit appropriate news items about the state group to the editor of the NAHSL NEWS for publication. They may facilitate dissemination of information from the NAHSL Executive Board to individuals within their state, and may assist the Executive Board in gathering input from individuals within their state or from the state organization's administration. State representatives & chairs are responsible to send monthly news items to Electronic Communications Chair for the website "News."

NAHSL does not exercise authority over any state health sciences library organization and is not obligated to support or subsidize activities and interests of the state organizations. Similarly, NAHSL is not obligated to support or subsidize activities and interests of non-NAHSL members within the New England states, regardless of their membership in a state association.

The NAHSL Executive Board recognizes the importance of maximizing communication and cooperation among all health sciences librarians and organizations within the NAHSL geographic boundaries. To this end, NAHSL may voluntarily enter into projects or activities of mutual benefit with any state health sciences library association; the NAHSL Executive Board may also choose to include non-NAHSL members in such projects or to extend benefits to them.

4.2 Archivist

Selection Method:

Appointed by the NAHSL Chair

Term:

Indefinite

Prerequisites:

Must be voting member of MLA and of NAHSL

Duties:

- Serves as Chair of the Archives Committee
- Evaluates all materials received and decides appropriateness of placing in the Archives
- Assures adequate preservation actions (e.g. removal of paper clips, staples etc;)
- Organizes documents and prepares them for storage (both on and off site)
- Publicizes the importance of Archives and the need for various types of materials
- Sets up official Guidelines for the collection and solicits all records and documents
- Establishes policies and procedures for maintenance, weeding and storage of Archives
- Reviews the archival collection on a regular basis
- Retrieves documents on request
- Provides reference service on request

Responsibilities:

- Attends all NAHSL meetings, general and executive
- Submits an annual report and budget to the Executive Board
- Receives all documents generated by NAHSL organization
- Updates the Chapter history
- Acts as liaison with the Automation Committee

Archive Guidelines:

Following are items to be held for permanent record retention in the NAHSL Archives on an annual basis:

- Bylaws
- Membership Directory
- Minutes of the Executive Board Meetings
- Financial Reports
- Newsletters
- Official Correspondence (Email is not official correspondence)
- Mailings (flyers, program announcements, registration forms, etc.)
- Three complete packets from the Annual Meeting (including lists of attendees and meeting committee members with their affiliations) (2 for Archives - 1 for Chapter Council)
- Chapter Project Materials
- Memorabilia (photos, hats, bags, t-shirts, etc.)
- Print copies of documents posted on the NAHSL web site.

ALL ABOVE MATERIALS ARE TO BE SUBMITTED TO THE ARCHIVES ANNUALLY BY THE COMMITTEE CHAIRS OR BOARD MEMBERS RESPONSIBLE FOR THE SPECIFIC ITEMS.

*Additional Annual Meeting materials (committee reports, bills, notes, etc.) to be saved for only 6 years or until that state comes up again in rotation.

Relationships:

Executive Board: For approval of budgets for organization and preservation of archival collection
For maintaining pertinent correspondence, minutes and reports
For direction and recommendation for policies and procedures for maintenance, weeding and storage of archives

MLA: Responds to MLA and Chapter Council queries
Sends periodic Chapter history updates to MLA

4.3 National Network of Libraries of Medicine, New England Region (NN/LM, NER) Representative to the Executive Board

Selection Methods:

Appointed by the Head of the NN/LM, NER, currently located at the University of Connecticut Health Center Library, with the approval of the NAHSL Chair.

Term:

Evaluated annually by the Head, NN/LM, NER staff.

Prerequisites:

Must be a voting member of MLA and of NAHSL and serve in some capacity on the NN/LM, NER staff.

Duties:

Serves as liaison between the NAHSL Board and the NN/LM, NER staff.

Responsibilities:

- Attends all NAHSL Board meetings.
- Reports on current NN/LM, NER activities
- Provides feedback to NN/LM, NER staff on comments and concerns of NAHSL Board.

Relationships:

Executive Board: To keep Board informed of NN/LM, NER activities and concerns and serve as a conduit of Executive Board concerns to the NN/LM, NER staff.

4.4 Credentialing Liaison

Each region maintains a link to the MLA Academy of Health Information Professionals. The Credentialing Liaison is that link.

Selection Method:

Appointed by NAHSL Chair.

Term:

3 years but recommend reappointment when possible.

Prerequisites:

Must be a voting member of MLA and NAHSL.

Must be a member of the Academy of Health Information Professionals.

Duties:

- Assist NAHSL members in the Credentialing process.
- Promote membership in the Academy to members of NAHSL.
- Inform NAHSL regarding concerns and changes in the credentialing process.
- Inform MLA regarding concerns of membership relative to the Academy.

Relationship:

MLA: Represent the Chapter interests and issues to the MLA Credentialing Committee

Executive Board: To keep the Board informed about Credentialing issues.

Chapter Council Representative: Work with the CC as needed

Members: Conduit for two-way exchange of information.

5.0 ELECTIONS

5.1 Nominations

The Nominating Committee shall nominate one or more candidates for the offices to be filled at the Annual Business Meeting and shall report the nominees to the Executive Board by August. At the Annual Business Meeting, the Chair of the Nominating Committee shall present a formal report, after which the Chair shall call for additional nominations from the floor. Nominations for offices are called for in the order in which the offices are listed in the bylaws. All nominations from the floor shall be completed and nominations closed for each office before voting for any office takes place.

5.2 Method of Voting

The elections shall be by show of hands or by rising vote. When there is more than one nominee for a given office, the candidates are voted on in the order in which they were nominated. When only one nominee is put up, the Chair may take a voice vote, thus effecting the election by unanimous consent.

5.3 Determination of Result

The officers shall be elected by plurality vote of the voting members present at the Annual Business Meeting. As soon as one of the nominees receives a majority vote, the Chair declares that person elected and no votes are taken on the remaining nominees. If the Chair is in doubt on a voice vote or show of hands, a rising vote with a count may be taken. The Chair shall take the count and shall direct the Secretary to take an independent count, or shall appoint tellers to take the count. The count

shall be taken by having those in affirmative rise and stand until counted, then having those in negative do the same.

6.0 STANDING COMMITTEES

6.1 Bylaws Committee

Composition:

Chair and one or more voting members of NAHSL.

Appointment Methods:

Chair is appointed by the NAHSL Chair; members are appointed by the Committee Chair.

Term:

All members serve a one-year term with re-appointments recommended.

Duties:

- Accepts proposed changes to the bylaws from the Executive Board and the membership.
- Formulates those changes in accordance with the MLA Bylaws, the MLA Model Bylaws for Chapters, and Robert's Rules of Order Newly Revised.
- Presents the amendments to the membership for adoption, following the procedure established by MLA. (See Chapter Chair's Manual)
- Reviews the bylaws annually and recommends to the Executive Board any changes needed to reflect the changing responsibilities of the Chapter.
- Maintains an annotated and accurate copy of the Chapter Bylaws and Procedure Manual.
- Reviews and revises the Procedure Manual annually for conformity with the Bylaws and any organizational changes.

Responsibilities:

- Attends all NAHSL meetings, general and executive.
- Submits an annual report and budget to the Executive Board.
- Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.

Relationships:

- Membership: For suggestions and requests for bylaws and procedural considerations.
- Executive Board: For directions and recommendations for changes to the bylaws and procedures.
- MLA Bylaws Committee: To review proposed revisions of the NAHSL Bylaws prior to presentation to the general membership. Amendments to NAHSL Bylaws are voted on at the Annual Business Meeting by the general membership. Announcements of proposed amendments must be sent to the entire NAHSL membership at least three weeks prior to the Annual Meeting.
- Newsletter Committee: To inform members of proposed or approved changes to the bylaws and procedures.
- Archivist: For maintaining pertinent correspondence, minutes, and reports.
- Electronic Communications Committee: To disseminate committee information electronically to members.

6.2 Conference Committee

Composition:

Two years prior to each annual conference, a Conference Committee shall be organized and shall consist of the Conference Chair (elected and designated Chair-Elect); the respective state Conference Co-chair, appointed by the Conference Chair and approved by the Executive Board; the Chair of the respective State Group; the NAHSL Program Committee member from the respective state; the NAHSL Education Committee member from the respective state; the Chair of the local Hospitality Committee; and four ex-officio members: the NAHSL Chair, the NAHSL Treasurer, the NAHSL Education Chair and the NAHSL Program Chair. Other members of the Conference Committee may be appointed as needed by the Conference Chair.

Appointment Methods:

By virtue of their respective offices.

Term :

Two years.

Duties:

- Coordinates with the Executive Board and the Program Committee in setting the theme for the Annual Meeting.
- Develops the conference budget and submits the budget to the Treasurer; coordinates with the Finance Committee and Executive Board to develop the fiscal philosophy to guide pricing decisions.
- Approves site selection for the Annual Meeting.
- Establishes a time line for conference planning activities; oversees the planning process, receives reports from the Program and Education Committees.

Responsibilities:

- Meets as needed to develop theme ideas, approve site selection, review reports from the Program and Education Committees and the Local Hospitality Committee.
- Coordinates the activities of the Program and Education Committees and the Local Hospitality Committee to assure a well planned Annual Meeting.
- Works with the Program and Education Committees in the draft of a skeleton program.
- Prepares a report for presentation at the NAHSL Annual Business Meeting.
- Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.

Relationships:

- Executive Committee: For open communication in setting realistic and productive goals and objectives.
- Education Committee: In developing appropriate time slots and course offerings.
- Program Committee: In the selection of a theme, skeleton program, etc.
- Treasurer: For timely disbursement and receipts of expenses and income.
- Electronic Communications Committee: To disseminate committee information electronically to members.

6.3 Education Committee

Composition:

Chair and one or more voting members of NAHSL. A member from each state group in the Chapter is desirable and each member must have an MLS.

Appointment Methods:

Chair is appointed by the NAHSL Chair; members are appointed by the Committee Chair.

Term:

All members serve a three-year term with re-appointments recommended.

Duties:

- Selects, plans, sponsors and evaluates courses at the NAHSL Annual Meeting and the Spring course offerings.
- Promotes cooperation among states and library groups in providing educational opportunities.
- Works with the Newsletter Committee as a resource of all educational offerings in the region.
- Conducts periodic surveys of the NAHSL membership for assessment of educational needs.
- Reviews educational issues from the state and regional forums and provides recommendations to the Executive Board.
- Participates in the planning sessions for the NAHSL Annual Meeting.
- Serves as ex-officio member of the Conference Committee (Chair).
- Responsibilities: Attends all NAHSL meetings, general and executive (Chair).
- Submits an annual report and budget to the Executive Board.
- Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.

Relationships:

- Membership Committee: For mailing lists for educational announcements.
- Treasurer: For timely disbursement and receipt of expenses.
- Newsletter Committee: To publicize educational programs to the Chapter.
- Executive Committee: For open communication in setting realistic goals.
- State Representatives: To communicate educational offerings in the Chapter.
- Archivist: For maintaining pertinent correspondence, minutes, and reports.
- Conference Committee: To coordinate educational programs with the Conference Committee and the host state.

6.4 Electronic Communications Committee

Composition:

Chair and one or more voting members of NAHSL (representation from throughout the region should be strived for).

Appointment method:

Chair is appointed by the NAHSL Chair, members are appointed by the Committee Chair.

Term:

The Chair is appointed for 2 years, with the option for a second two-year term. Members are appointed for one year with re-appointments recommended (although some effort should be made to stagger the appointments so a new committee is not formed all at once).

Duties:

- Enhances timely communication of NAHSL business, supports professional activities and promotes educational opportunities through the use of the Web, Listservs and other methods of digital communication.
- Presents recommendations to the NAHSL Board and acts on the Board's decisions in matters relevant to the committee's charge.
- Notifies membership via listserv when NAHSL news is posted to website.

Responsibilities:

- Attends all NAHSL meetings, general and executive (Chair).
- Submits an annual report and budget to the Executive Board.
- Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.

Relationships:

- All Committee Chairs: Supports the electronic communication needs of all NAHSL committees.
- Membership Chair: Assists with the posting of membership data on the Web.
- Newsletter Editor: Supports the production of the Web version of the NAHSL News.
- Executive Board: For suggestions, direction, and recommendations relating to automation issues.

6.5 Finance Committee

Composition:

Chair (elected and designated Treasurer), NAHSL Chair, Chair-Elect/Conference Chair, immediate past Treasurer and two representatives at large.

Appointment Methods:

Representatives at large are appointed by the Treasurer.

Term:

Member Officers will serve the duration of their office and representatives-at-large will serve a minimum of two years.

Duties:

- Provides consultation and advice to the Treasurer concerning matters of fiscal accountability.
- Reviews and analyzes (a) all financial reports routinely prepared by the Treasurer or requested by the Chair; (b) all budgetary matters that are brought to the Executive Board for action.
- Reviews and make recommendations to the Treasurer concerning investments of treasury funds.
- Periodically reviews and revises the duties of the Treasurer and the Finance Committee.

Responsibilities:

- Meets at least twice per year.
- Assists the Treasurer in preparation of the Annual Report, budget and tax filing.
- Annually reviews and revises NAHSL's Fiscal Policy and Procedures.

Relationships:

Archivist: For advising about retention of fiscal records.

Executive Board: For reporting all fiscal matters and for advice and recommendations.

6.6 Government Relations Committee

Composition:

Chair and one or more voting members of NAHSL with representatives from each state in the Chapter.

Appointment Methods:

Chair is appointed by the NAHSL Chair; members are appointed by the Committee Chair.

Term:

The Chair serves a three-year term, with an option of reappointment for a second three-year term. Members serve a one-year term with re-appointments recommended.

Duties:

- Supports the goals and objectives of the MLA Government Relations Committee by serving as a conduit for communication between NAHSL and MLA.
- Develops and promulgates a consistent NAHSL/MLA position on information policy issues, particularly those relative to medical libraries and librarianship, and on governmental actions affecting medical libraries.
- Monitors existing and pending legislation, the implementation of public laws and actions by state/federal executive departments as reflected in proposed and existing regulations and their implementation.
- Coordinates membership actions in this effort by organizing their responses and activities.
- Maintains liaison with the ALA Washington office, with NLM officials, and with other library and information associations and organizations which support similar goals.
- Responds to all MLA Action Alerts and alerts targeted NAHSL members to respond to the same.
- Serves as a nonvoting member on the MLA Government Relations Committee for a three-year term (Chair).

Responsibilities:

- Attends all NAHSL meetings, general and executive (Chair).
- Submits an annual report and budget to the Executive Board.

- Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.

Relationships:

Membership: For suggestions and input regarding positions on information policy issues; and for grass roots political action on existing or pending legislation and regulatory issues.

Executive Board: To advise and assist in setting and carrying out goals, and objectives.

Electronic Communications Committee: To disseminate committee information electronically to members.

6.7 Marketing Committee

Composition:

Chair and four or more voting members of NAHSL.

Appointment Methods:

Chair is appointed by the NAHSL Chair; members are appointed by the Committee Chair.

Term:

All members serve a one year term with reappointments recommended.

Duties: Assists NAHSL members in marketing health sciences libraries and health sciences librarians to library clients and to key decision makers.

Responsibilities:

- 1) Attends all NAHSL meetings, general and executive (Chair).
- 2) Submits an annual report and budget to the Executive Board.
- 3) Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.
- 4) Acts as a resource to each Conference Committee PR representative by maintaining and updating publicity contact information.
- 5) Actively market NAHSL (conference, CE, general benefits) to various targeted medical and non-medical library groups.
- 6) Sponsor educational sessions to assist librarians in better marketing their services.

Relationships:

Executive Board. For suggestions, directions and recommendations relating to marketing issues.

6.8 Membership Committee

Composition:

Chair and one or more voting members of NAHSL with representatives from each state in the Chapter.

Appointment Methods:

Chair is appointed by the NAHSL Chair; members are appointed by the Committee Chair.

Term:

All members serve a three year term

Duties:

- Promotes membership in the Chapter by recruiting new members, coordinating and maintaining membership data, and providing a liaison with the National (MLA) Membership Committee.
- Prepares and distributes recruitment information in the form of a membership brochure or flyer to members and nonmembers.
- Follows up on non-renewals.
- Welcomes new members.
- Receives annual membership applications and dues.
- Prepares automated lists of current members and expanded mailing list.
- Compiles and prepares membership statistics for Chapter and MLA compliance requirements.
- Maintains current automated member list and mailing list and has available in easily reproducible form for NAHSL Committees for mailing labels as needed.
- Determines needs and solicits opinions of Chapter members regarding NAHSL and MLA membership issues.
- Represents Chapter views at National Committee meetings.

Responsibilities:

- Attends all NAHSL meetings, general and executive (Chair).
- Submits an annual report and budget to the Executive Board.
- Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.
- In January, a copy of all paid members for the previous year will be moved to the e-archives for future reference. All names in the database will then be cleared of member designation and be reapplied when dues are received for the current year. A listing of paid members should be printed out by April 15th to be used in the determination of eligibility for scholarships and member rates.

Relationships:

- Newsletter Committee: To provide mailing lists and labels of current members by request.
- Education Committee: To provide updated and expanded mailing lists and labels as needed.
- Conference Committee: To provide updated and expanded mailing lists and labels as needed.
- Treasurer: For timely disbursement and receipt of expenses. Membership dues are forwarded to Treasurer.
- Chapter Council Representative: To compile Chapter membership statistics.
- Executive Committee: For open communication in setting realistic and productive goals and objectives.
- State and Regional Groups: To identify new health sciences librarians in our area; to maintain a link with graduate library programs.

6.9 Nominating Committee

Composition:

Chair and two voting members of NAHSL.

Appointment Methods:

Chair is NAHSL Past-Chair; members are appointed by the Executive Board.

Term:

Term is for one year.

Duties:

- Selects one or more nominees for the office of Conference Chair-Elect; and, as necessary, one or more nominees each for the offices of Secretary, Treasurer, MLA Chapter Council Representative, Alternate MLA Chapter Council Representative, and candidate for the MLA Nominating Committee. The position of Conference Chair-Elect shall rotate each year among the geographic areas within the NAHSL boundaries.

Responsibilities:

- Reports the names of the nominee(s) to the Executive Board prior to the NAHSL Annual Meeting.
- Presents the slate of nominees for consideration at the NAHSL Annual Meeting.

Relationships:

Membership: For suggestions as to suitable nominees.

6.10 Program Committee

Composition:

The Program Committee will consist of four members, a Chair and a representative from the conference state, the past conference state and the next conference state. The Chair should come from the conference state. This composition will allow for continuity in planning, no repetition in programs, and rotating representation. It will give the Committee the impetus/vested interest to begin planning for one meeting while another has just ended.

Appointment Method:

The NAHSL Chair appoints all members in consultation with the Chair-Elect and the Conference Chair-Elect.

Term:

Chair serves for one year. Members serve a minimum of two or a maximum of three years. Appointments will be staggered to ensure continuity.

Duties:

- Works with the Conference Committee in setting the overall theme of the Annual Meeting.
- Works with the Conference Committee and the NAHSL Executive Board to develop the intellectual content of the Annual Meeting and identify speakers.
- Identifies, recruits, engages, and schedules all speakers and other program leaders.
- Acts as consultants and does the leg work for the Conference Committee.
- Invites contributed papers and posters if included as part of the program.
- Monitors financial issues such as number of local vs. long distance speakers.
- Drafts a preliminary program for the Conference Committee to use.
- Makes speaker arrangements; advises speakers on procedures for registering and travel.

- Negotiates with the Conference Committee who will perform a Variety of tasks each year listed under “Task and Time Line”.

Responsibilities:

- Meets at least twice with the Conference Committee for planning the intellectual contents of the Conference.
- Communicates regularly with the Conference Committee, the Executive Board, and its own members.
- Submits minutes to the NAHSL Chair and Board, the Conference Committee, and the Archivist.
- Collects program ideas to keep on file for planning.
- Prepares annual reports for the NAHSL Annual Business Meeting.

Relationships:

- Conference Committee: To develop theme and coordinate special activities and speaker’s audiovisual resource needs.
- Executive Committee: To set goals and objectives and report the work of the Committee.
- Treasurer: To insure timely disbursement and receipt of expenses and income.

6.11 Professional Development Committee

Composition:

NAHSL Secretary, NAHSL Chair, NAHSL Treasurer, and Education Chair
[ad hoc committee for 2004]

Appointment:

Chair of this committee is NAHSL Secretary.

Term:

Term is as Secretary’s term (three years).

Duties:

- Updates and maintains Professional Development application form and criteria on website.
- Accepts award requests, verifies NAHSL membership of requestor via NAHSL website or with NAHSL Membership Chair; verifies funds available with NAHSL Treasurer.
- Evaluates applications received in concert with committee according to the following criteria:
 - Valid membership in NAHSL
 - Applicant requesting an amount within monetary limit for awards that year
 - Application received 4 weeks prior to conference’s registration deadline
 - Applicant seeking only reimbursement for conference registration or education courses
 - Applicant is a new member of NAHSL (3 points)
 - Applicant has received NAHSL award in last 2 years (-1 point)
 - Applicant is/was member of local, state, regional, or national committee (1 point for each committee)
 - Level of existing institutional support (1 point)
 - Statement of purpose (3 points)
 - Number of applications received from one institution to be considered, all other factors being equal

Equitable geographic disbursement and representation to be considered, all other factors being equal

- Contacts awardee(s) in written format, acknowledging receipt of request, Professional Development Award amount, and procedure to follow to obtain professional development funds.
- Maintains copies of all correspondence and forms pertaining to award requests (copies of original request/application and of award letter).
- Sends copies of all award requests to Membership Chair and Treasurer.

Responsibilities:

Reports the amount of professional development fund requests/awards to the Executive Board on an ongoing basis; reports awards at the NAHSL Annual Meeting.

Relationships:

Membership: For verification requestor's NAHSL membership.

Treasurer: For verification of available scholarship funds.

Section 6.11 Revised 12/30/03, 2/6/04, 2/13/04

7.0 NAHSL and MLA

In 1982, NAHSL became a chapter of the Medical Library Association (MLA). This relationship is two-fold. Chapter status assures NAHSL of input into the decisions of the MLA Board of Directors and participation in MLA activities. At the same time, while individual NAHSL members may or may not be members of MLA, NAHSL is responsible as a body to the national organization and fulfills certain obligations set by MLA. NAHSL also gives serious consideration to recommendations made by MLA but may choose to follow an alternate course on some issues.

The Chair of the MLA Chapter Council serves as liaison to the MLA Chapters and is responsible for updating and providing the Chapter Chair's Manual, which compiles basic information regarding MLA, outlines many of the connections between the chapter and the national organization, and provides guidelines/recommendations to the chapters.

CHAPTER RESPONSIBILITIES

Chapter bylaws. The NAHSL bylaws must comply with the standards set by MLA Bylaws Committee, which also approves any amendments or revisions.

Reports. The NAHSL Chair submits written annual and mid-winter reports to MLA Headquarters. The MLA Executive Director will notify chapter chairs when a report is due. The annual report is due in March and covers one year (i.e., May 1992 to April 1993). The annual report is published in the MLA Annual Report, which is distributed at the annual conference in May or June.

The mid-winter report is due to MLA Headquarters in October/November, depending upon the date of the MLA Board of Directors mid-winter meeting. For NAHSL, the report covers March through October.

Objectives. A list of chapter goals and objectives is submitted to MLA Headquarters within one month after the annual chapter meeting. An additional copy is sent to the Chapter Council Chair. Each year, the MLA Board of Directors identifies a list of priorities which it encourages chapters to consider in setting goals.

Compliance Report. Chapters are required to complete a Declaration of Chapter Compliance by April 1 of even numbered years, i.e., 1992, 1994, etc. There are specific MLA membership requirements for chapter officers and committee chairs. These are outlined in the Chapter Chairs' Manual. The information for this report is compiled by the NAHSL Membership Chair. The report is authorized and submitted to the MIA Headquarters by the NAHSL Chair.

Directory information. This questionnaire is filled out by the NAHSL Chair and submitted to MLA in June for inclusion in the MLA Directory, published annually.

CHAPTER PARTICIPATION IN MLA

To ensure NAHSL representation to MLA, the following opportunities are offered:

Representatives to MLA Chapter Council. NAHSL elects a representative and an alternate to serve on the MLA Chapter Council. Their roles are detailed in this procedure manual and in the MLA Chapter Council

Procedure Manual.

MLA Nominating Committee Nominee. Each year, the NAHSL Executive Committee submits to MLA Chapter Council the name of a NAHSL member as a potential candidate for the MLA Nominating Committee. If selected by Chapter Council, his/her name will then be placed on the national ballot for election to this committee. Since the candidate competes on a national level and represents NAHSL, care should be given to identify a person with national name recognition.

Governmental Relations Committee. The Chair of NAHSL's Governmental Relations Committee is also a member of the national Governmental Relations Committee and plays a part in providing two-way communication between NAHSL and MLA.

Membership Committee. A NAHSL representative, appointed by the MLA, serves on the MLA Membership Committee for three years. Orientation. Incoming chapter chairs are invited to attend an orientation session at the MLA Annual Meeting preceding their term of office.

8.0 Rights & Privileges of NAHSL Membership

- a. Annual conference and CE registration at member rate per established membership criteria
- b. Scholarships to attend NAHSL-sponsored educational programs per established scholarship criteria
- c. Participation in NAHSL listserv
- d. Consultation with chapter Credentialing Liaison when pursuing AHIP membership

Rev. 9/03

Appendix A

Sample Officer Form

OFFICER TITLE

Selection Method:

Term:

Prerequisites:

Duties:

Responsibilities:

Relationships:

Rev. Date

Sample Committee Form
COMMITTEE NAME

Composition:

Appointment Methods:

Term:

Duties:

Responsibilities:

Relationships:

Rev. Date

Appendix B

NAHSL Finance Committee: Policies and Procedures

NAHSL FINANCE COMMITTEE

Policies and Procedures

1. The NAHSL fiscal year will be from January 1 to the following December 31.
2. The organization shall obtain a review of its financial statement during any fiscal year in which the Treasurers change. Additional reviews may be requested by the Finance Committee or Executive Board.
3. The Secretary and Treasurer of NAHSL and the current Conference Chair are authorized to make disbursements.
4. The Treasurer and Secretary should not reimburse themselves. Checks should be signed by the other authorized officer.
5. Contracts may be signed by the Chair, Secretary, or Treasurer.
6. All monies received by NAHSL shall be in U.S. funds.
7. A NAHSL member whose check is returned shall be responsible for incurred bank charges.
8. All requests from NAHSL members for reimbursement should be submitted within one month from time expense was incurred unless special arrangements are made. Reimbursement requests will be filled on the special check request forms and signed by the committee chair.
9. Requests for reimbursement may be submitted from committee members for expenses incurred while carrying out committee business: Transportation, Equipment, Postage, Printing, Supplies, Meeting Expenses, Excluding members' transportation and registration for the NAHSL Annual Meeting.
10. The Treasurer may change the location of bank accounts after consultation with the Finance Committee and approval of the Executive Board.
11. The Executive Committee shall conduct the business of NAHSL in a fiscally responsible manner.
12. **Travel & Lodging Reimbursement Guidelines.** The NAHSL Executive Board recognizes that officer, BOARD, council, and committee activities are essential to maintaining volunteer involvement in NAHSL. These activities, which provide real and tangible benefits to the profession, are worthy of financial support. Many members, through personal or institutional resources, are able to defray their travel expense, which is greatly appreciated by NAHSL. However, there are situations where members do not have the necessary resources to defray these costs, and NAHSL is prepared to assist the member with these costs within the limits of this policy. The member traveling on behalf of NAHSL shall always seek to minimize the cost to NAHSL.

PRIVATE VEHICLE TRANSPORTATION

In the case of transportation by private vehicle, NAHSL may reimburse the member, when requested, for the vehicle operating expenses at the current United States of America Internal Revenue Service reimbursement rate. Tolls and parking incurred in conjunction with the meeting are also allowed.

LODGING

If the travel distance is greater than 200 miles one way, one night lodging in a standard room, limited to the evening of the meeting or the prior night, will be reimbursed. Where possible chapter representatives are encouraged to share a room, although this is not a requirement.

For calculation purposes, mileage should be computed from the work location and not the residential home.

The requests must be made within 30 days of being incurred. They are to be submitted on the NAHSL Check Request Form and sent to the Treasurer with Committee Chair's signature of approval. Receipts for the incurred expenses must accompany the request.

MLA ANNUAL CONFERENCE

Any Board member who is required to attend full day meetings on behalf of NAHSL on the day prior to the beginning of or immediately following the MLA annual conference will receive \$250 toward conference expenses.

Appendix C

NAHSL Achievement Award

The NAHSL Achievement Award was established to recognize outstanding performance and leadership of members and supporters of the health sciences library community in New England. The Executive Board will vote on nominees gathered by the Past President. Awards are not necessarily given each year.

An honoree for the NAHSL Achievement Award may be selected annually. The honoree is a person or group of people who have served the North Atlantic Health Sciences Librarians (NAHSL) group in a special way. Previous honorees include :

2001

Suellen Jagels
Eastern Maine Medical Center
Bangor, Maine

Tovah Reis
Brown University
Providence, RI

RML from UConn:
Ralph Arcari
Marion Levine
John Stey
Ed Donald
Dan Dollar
Pam White
Nancy Putnam
Cheryl Sinkler
Elizabeth Clark

1999

Robin Rand
Maine Medical Center
Portland, Maine

1998

Fabulous at Forty Team (NAHSL History Project)

Sydney Fingold
Carole Foxman
Mark Gentry
Marion Holena Levine

Melinda Saffer-Marchand
Linda Van Horn
Joan Yanicke

1997

Robert J. Sekerak
Dana Medical Library
University of Vermont
Burlington, VT

1996

Jo-Anne Aspri
Health Sciences Library
Kent County Memorial Hospital
Warwick, RI

Jan Glover
Cushing/Whitney Medical Library
Yale University
New Haven, CT

1992

Marion Holena Levine
Lyman Maynard Stowe Library
University of Connecticut Health Center
Farmington, CT

Prior to the Annual Meeting, the Past President will solicit suggestions for the Achievement Award from among the NAHSL membership. Based on nominations received, the Past President will make a recommendation to the Executive Board for approval. If no nominations are received or the Board does not approve the nominee, there is no award given in that year.

The award will take the form of a framed certificate or plaque and will be presented at the Annual Meeting (usually during the Banquet or the Business Meeting).

NAHSL Achievement Award Sample email

Hi, NAHSL members,

It's time to think about honoring one or more of our own for outstanding service to NAHSL. You may email me in response to this message, or print & mail the attached form to me at the address below. But first, here's helpful info about the award itself:

NAHSL Achievement Award

The NAHSL Achievement Award was established to recognize outstanding performance and leadership of members and supporters of the health sciences library community in New England. The Executive Board will vote on nominees gathered by the Past President. Awards are not necessarily given each year.

An honoree for the NAHSL Achievement Award may be selected annually. The honoree is a person or group of people who have served the North Atlantic Health Sciences Librarians (NAHSL) group in a special way. Previous honorees include :

1999

Robin Rand
Maine Medical Center
Portland, Maine

1998

Fabulous at Forty Team (NAHSL History Project)

Sydney Fingold
Carole Foxman
Mark Gentry
Marion Holena Levine
Melinda Saffer-Marchand
Linda Van Horn
Joan Yanicke

1997

Robert J. Sekerak
Dana Medical Library
University of Vermont
Burlington, VT

1996

Jo-Anne Aspri
Health Sciences Library
Kent County Memorial Hospital
Warwick, RI

Jan Glover
Cushing/Whitney Medical Library
Yale University
New Haven, CT

1992

Marion Holena Levine
Lyman Maynard Stowe Library
University of Connecticut Health Center
Farmington, CT

Prior to the Annual Meeting, the Past President will solicit suggestions for the Achievement Award from among the NAHSL membership. Based on nominations received, the Past President will make a recommendation to the Executive Board for approval. If no nominations are received or the Board does not approve the nominee, there is no award given in that year.

The award will take the form of a framed certificate or plaque and will be presented at the Annual Meeting (usually during the Banquet or the Business Meeting).

You may use the form below as a guideline for an email response, or print & mail the attached form to me at the address below.

Thanks!

(signed by current past-chair)

NAHSL Achievement Award Nomination Form

I nominate the following person or group for the NAHSL Achievement Award:

Name:
Institution:
Phone #:
Email:

...for the following outstanding service to NAHSL (brief description):

Signed (your name):
Institution:
Phone #:
Email:

(contact info for current past-chair)

Filename: P&P Manual.doc
Directory: C:\temp
Template: C:\Documents and Settings\EDonnal\Application
Data\Microsoft\Templates\Normal.dot
Title: NORTH ATLANTIC HEALTH SCIENCES LIBRARIES,
INC
Subject:
Author: pkahn
Keywords:
Comments:
Creation Date: 12/5/2002 9:57 AM
Change Number: 13
Last Saved On: 3/30/2005 12:08 PM
Last Saved By: PKahn
Total Editing Time: 80 Minutes
Last Printed On: 10/21/2005 2:39 PM
As of Last Complete Printing
Number of Pages: 35
Number of Words: 8,494 (approx.)
Number of Characters: 48,419 (approx.)