

# Policy & Procedure Manual

## INTRODUCTION

The purpose of this manual is to provide a record of policy decisions and to serve as a guide when conducting chapter business. Policies and procedures are written as needed and reviewed annually by the Executive Board.

**Policies** are boundaries for organizational and managerial action. They establish objectives, guidelines and regulations. They may be very broad, basic policies allowing for flexibility as well as more specific operational policies with less flexibility.

**Procedures** give ways by which policies are to be achieved. A statement of procedures provides instructions and step-by-step explanations of how to carry out a policy.

Sources of information for the P & P Manual include MAC Bylaws, the Strategic Plan, previous editions of the Manual and minutes of Executive Board meetings. An outline format should be followed whenever possible. Adoption/revision dates are mandatory and should be noted at the end of each section.

The P & P Manual is divided into three major sections with the following information:

- I. General Policies and Procedures
- II. Guidelines for the Executive Board (Chair, Immediate Past Chair, Chair-Elect, Secretary, Treasurer, Chapter Council Representative and Alternate, Archivist, and Chapter Benchmarking Liaison)
  - A. General Guidelines
    1. Eligibility and membership
    2. General duties
  - B. Specific entries for each office
    1. Charge and term of office
    2. MLA responsibilities
    3. MAC responsibilities
- III. Guidelines for Committees, Liaisons, and Others (Honors and Awards Committee, Membership and Recruitment Committee, Nominating Committee, Professional Development Committee, Annual Meeting Committee, Communications Committee, MAC Messages, and Strategic Planning Committee)
  - A. General Guidelines
    1. Eligibility requirements
    2. General duties of committee chairs
  - B. Specific entries for each committee
    1. Charge to the committee
    2. Committee membership
    3. Specific committee policies and procedures
    4. Samples of letters, forms, ballots, etc.

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# General Policies and Procedures

- I. Dues
- II. Budget
- III. Financial Accounting and Reports
- IV. Travel Assistance
- V. Annual Meeting Site
- VI. Honoraria and Expenses
- VII. Financial Records for Annual Meeting
- VIII. Chapter Archives
- IX. MAC Bylaws Revision

## Dues

### I. Policy

- A. Dues shall be determined at the Chapter Annual Meeting by majority vote of the active members present and shall be due on January 1.
- B. Dues received before, or during, the Annual Meeting will instate/reinstate a member in good standing for the remainder of the calendar year.
- C. Dues paid after the Annual Meeting will be credited to the following year.
- D. Dues must be received by January 1 to ensure inclusion of member's listing in the MAC Directory for the year.

### II. Procedures

- A. Dues will be renewed via MAC's account with Acteva. A reminder will be sent to members via e-mail, the Chapter discussion list, and MAC Messages about dues deadlines.
- B. To avoid confusion and prevent duplicate payment at the Annual Meeting, the Database Manager will provide, at the registration desk of the meeting, a printout of all members who have paid dues for the coming year.

Revised March 2007

## Budget

### I. Policy

In order to provide the most effective use of MAC's financial resources, a yearly budget of all projected program and Executive Board expenses and income, excluding the

Annual Meeting, will be prepared by the MAC Chair, with assistance from the Members of the Executive Board and the Committee Chairs.

## II. Procedures

- A. The Chair's call for agenda items for the winter Executive Board meeting will include a call for budget proposals from Members of the Executive Board and all Committee Chairs.
- B. Projected income, expenses and budget requests will be discussed at the winter Executive Board meeting. See Appendix A, Sample MAC Expense Projection for One Year.
- C. The Treasurer will prepare an accounting each year of the actual expenses from the previous year compared to the projected expenses prepared by the Committee Chairs. The expense report will be distributed to the Executive Board and Committee Chairs.

Revised March 2007

## **Financial Accounting and Reports**

### I. Policy

The Treasurer shall provide a yearly accounting of the financial records and shall assure compliance with IRS requirements.

### II. Procedures

- A. MAC's financial records books shall be examined yearly in January before annual report is presented at the Winter Executive Board Meeting.
- B. The tax return information is prepared and submitted to MLA as part of the Chapter Group Filing for Federal Form 990. MLA notifies the Treasurer when the form needs to be completed.
- C. As an MLA affiliate incorporated in the State of Illinois, the Treasurer completes the required report form and submits it according to MLA's directions. This is done in the first quarter of the year.

Revised March 2007

## **Travel Assistance**

### **I. Policy**

- A. At the discretion of the Executive Board and contingent upon the status of the treasury, financial assistance from the MAC treasury may be requested and received for expenses incurred in travel to Executive Board or other required meetings.
- B. Members of the Board, standing committees, the Program Committee and special committees may request assistance.
- C. Travel assistance may be requested for Executive Board meetings but not for meetings occurring at the Annual Meeting. Committees needing to meet at other times during the year and requiring financial assistance must submit a proposal and budget to the MAC Chair for prior approval.
- D. Chapter Council Representative and Alternate have their registration fee for the MLA annual meeting and the cost of the Chapter Sharing Roundtable luncheon reimbursed.

### **II. Procedures**

- A. The Chair will call for such requests with the call for agenda items prior to the winter Executive Board meeting (see Budget).
- B. Travel expenses will be reimbursed up to \$100 per meeting. Allowable expenses include: 1) transportation, 2) lodging, 3) meals, and 4) additional expenses approved by the Chair. All other meeting expenses (such as refreshments, room rental, etc.) will be assumed by the Board when there is no institutional support.
- C. All requests for reimbursement for budgeted travel should be submitted on the MAC/MLA Personal Reimbursement Voucher to the Treasurer after approval by the Chair. Vouchers must be submitted within 30 days.

Revised March 2007

## **Annual Meeting Site**

### **I. Policy**

- A. The site of the annual meeting will rotate in the following sequence beginning in 1983: West Virginia, District of Columbia, North Carolina, Virginia, Maryland.
- B. The city and hotel will be determined at least two years in advance depending on the location.

- C. The Executive Board shall determine the site of the meeting with input from representatives of the site's state. Recommendations should include identification of the Chair(s) for the Annual Meeting Committee.

Revised March 2007

## **Honoraria and Expenses**

### **I. Policy**

- A. Annual Meeting Committee should present a proposed budget for meeting expenses and income for approval by the MAC Executive Board at its Winter meeting or shortly thereafter.
- B. Travel and one day's meal and lodging expenses will be paid for invited speakers, with exceptions noted below. Invited speakers will be allotted \$35 per diem for meals.
- C. Honoraria for MAC members
  - 1. MAC members who are invited speakers will NOT receive honoraria or have their registration fee waived.
  - 2. MAC members who are asked to lead a Demonstration, Sharing Session or a Special Interest Group will NOT receive honoraria or have their registration fee waived.
  - 3. MLA members who reside in or work in the MAC area boundaries, but are NOT members will NOT have their registration fee waived or receive honoraria.
- D. Honoraria and expenses for CE instructors
  - 1. Meeting registration is not required of CE instructors. The meeting registration fee for CE instructors will NOT be waived.
  - 2. In addition to honoraria, CE instructors will be paid travel expenses and one day's meals and lodging expenses, whether or not they are MAC members or not. CE instructors will be allotted \$35 per diem for meals.
- E. Exceptions
  - 1. Deviation from the practices mentioned above may be made by a majority vote of the Executive Board.
  - 2. The Annual Meeting Committee or Professional Development Chair may make deviation from other limits without the approval of the Executive Board when it results in keeping costs down. For example, the Annual Meeting Committee or Professional Development Chair may decide to pay more than one night's lodging and meal expenses when the speaker/CE instructor stays over Saturday night to get a reduced airfare.

## I. Procedures

- A. Hotel reservations for invited speakers and invited CE instructors will be made by the Annual Meeting Committee.
- B. The Annual Meeting Committee will notify speakers directly regarding honoraria. The Professional Development Committee will notify CE instructors directly regarding honoraria. A MAC/MLA Personal Reimbursement Voucher should be sent to these speakers/CE instructors by the Annual Meeting Committee or Professional Development Committee Chair (see Travel Assistance). Both the Annual Meeting Committee and Professional Development Committee Chairs should send the MAC Treasurer a list of anticipated expenses for each invited speaker/CE instructor at least one month prior to the Annual Meeting.
- C. Participants not eligible for honoraria will be notified by the Annual Meeting Committee in writing before they are confirmed.

Revised March 2007

## **Financial Records for the Annual Meeting**

### I. Policy

Deposits, disbursements and financial records for the Annual Meeting shall be handled by the Treasurer, in so far as is possible.

### II. Procedures

- A. The Treasurer will serve as an ex-officio member of the Annual Meeting Committee.
- B. The financial records for the Annual Meeting shall be kept by the Treasurer.
- C. Funds for the meeting shall be deposited by and disbursed by the Treasurer. Adequate documentation shall be required for all deposits and disbursements (e.g. invoices, receipts, personal reimbursement forms).
- D. Members of the Annual Meeting Committee who are responsible for the collection of funds and/or the generation of expenses (bills or receipts for reimbursement) shall confer with the Treasurer in establishing procedures to ensure provision of necessary documentation.

- E. If a petty cash fund is deemed necessary, the Treasurer and the appropriate committee chair shall establish a procedure for its use.
- F. The Treasurer will compile a report of all income and expenses from the Annual Meeting. The information may be found in the preceding and/or subsequent year.

Revised March 2007

## **Chapter Archives**

### **I. Policy**

Recognizing the need to preserve information concerning the Mid-Atlantic Chapter of the Medical Library Association, the Chapter will participate on a yearly basis in the Medical Library Association's Archival Materials Program.

### **II. Procedures**

- A. Each year, at the close of the Annual Meeting of the Chapter, the Archivist shall collect the following materials for archiving:
  - Current Chapter Directory
  - Prior year of MAC Messages
  - Annual Reports from all Committee Chairs
  - Treasurer's Report
  - Executive Board and Annual Business Meeting Minutes
  - Program from the Annual Meeting
  - Policy & Procedure Manual (or Revisions)
  - Bylaws
  - Strategic Plan
  - Annual Goals and Objectives
  - Committee Rosters
  - Board Decision List (if revised)
  - Other Chapter Publications
- B. The Chapter Archivist will mail all materials to the Publications Department, Medical Library Association who will in turn send them to the National Library of Medicine.
- C. Chapter officers may discard any materials not necessary for the conduct of MAC business. Any materials not included in the archival list above but necessary for informational purposes should be retained for five years and passed on to an officer's successor.

Revised March 2007

## MAC Bylaws Revision

### I. Policy

The MAC Immediate Past Chair shall be responsible for reviewing and revising the current edition of MAC Bylaws.

### II. Procedures

- A. The MAC Immediate Past Chair should obtain the most up-to-date copy of the MLA Model Bylaws for Use by Chapters and Sections from the MLA Bylaws Committee Chair or MLA Headquarters. It may also be useful to have a copy of Roberts Rules of Order Newly Revised.
- B. During the Winter Executive Board meeting, the MAC Immediate Past Chair will bring before the Board suggested changes to the MAC Bylaws (any MAC member may suggest changes).
- C. All suggestions for revisions, as well as any inconsistencies, should be prepared in draft form and distributed to the Executive Board for review by February 15. If the revisions are numerous and/or complicated in nature, the MAC Immediate Past Chair may form a Bylaws Committee and serve as its Chair.
- D. The final draft of all proposed Bylaws revisions must be submitted to the Chair of the MLA Bylaws Committee following the schedule listed in Procedures for Submission of Bylaws Revisions by Chapters and Sections.
- E. Recommendations from the MLA Bylaws Committee should be incorporated in the proposed revisions and distributed for voting by the MAC membership.
  - Proposed Bylaws Revisions and a ballot and instructions for voting are posted on the MAC Website in Word and PDF formats.
  - MAC members are notified via MACMLA-L that the Bylaws amendments and ballots have been posted.
  - Active MAC members (as determined by list provided by the Membership Database Manager) are e-mailed and notified of the amendment and ballot posting.
- F. After distribution of the amendments and ballots, voting takes place.
  - Active MAC members may vote by faxing a signed copy of their ballot, or by e-mailing it to the Immediate Past Chair before the voting deadline.
  - The voting period is 30 days from the day of the announcement sent to the MACMLA-L list.
  - Discussion of the revisions prior to voting may take place via the MACMLA-L list. This procedure is followed when the MAC Board does not anticipate that the recommended revisions will cause any major conflicts.

- The result of the vote is reported at the MAC Annual Business Meeting by the MAC Immediate Past Chair.
- G. If the recommended Bylaws changes are determined by the MAC Executive Board to be controversial in nature and need broader discussion these procedures will be followed.
- At least 30 days prior to the MAC Annual Meeting, the proposed changes will be posted to the MAC Website, announced via MACMLA-L list and through direct e-mail to active MAC members, as noted section E. However, the discussion would then be held at the Annual Business Meeting.
  - Within 30 days following the Annual Meeting, a summary of the discussion and a ballot will be posted on the MAC Web site. A MACMLA-L list announcement, and a direct e-mail to active MAC members will be sent to notify members to review the discussion and send their ballot via fax or e-mail to the MAC Immediate Past Chair on the specified deadline.
  - Result of the vote would then be tabulated as below.
- H. The votes will be tabulated the MAC Immediate Past Chair, shared with the MAC Executive Board.
- Results will be announced via the MACMLA-L list, a direct e-mail to MAC members, and in the following issue of MAC Messages.
- I. The revised bylaws must be sent to the MLA Bylaws Committee Chair noting any amendments that were made by members during the voting process.
- The MLA Bylaws Committee must review these amendments before issuing final approval of the bylaws. If there were no amendments and tentative approval from the Bylaws Committee was given in the previous review, the revised bylaws may be considered approved.
  - The bylaws that have been approved by the members and by the MLA Bylaws Committee should be sent to:
    - MLA Headquarters
    - MLA Bylaws Committee Chair
    - MLA Council Chair
    - Chapter Archivist
- J. The newly revised and approved MAC Bylaws must be posted to the MAC Website.

# Guidelines for the Executive Board

- I. General Guidelines
- II. MAC Chair
- III. MAC Immediate Past Chair
- IV. MAC Chair-Elect
- V. Secretary
- VI. Treasurer
- VII. Chapter Council Representative
- VIII. Chapter Council Representative Alternate
- IX. Archivist
- X. Chapter Benchmarking Liaison

## General Guidelines

The MAC Executive Board shall be composed of the following elected officers: Chair, Chair-Elect, Immediate Past Chair, Secretary, Treasurer, Chapter Council Representative (ex officio, voting), and Alternate Chapter Council Representative (ex officio, voting), Archivist (ex officio, non-voting), and Chapter Benchmarking Liaison (ex officio, non-voting). Terms of office for each officer are found in the MAC Bylaws.

### I. Eligibility Requirements

Officers must be active members of MAC and Regular Members or Fellows of MLA.

### II. General Duties of Officers

- A. Attend the MAC Executive Board meetings as a voting member.
- B. Supervise Chapter business between meetings.
- C. Make recommendations to the Chapter.
- D. Monitor the expenditure of funds.
- E. Submit a written progress report and MAC Goals (if any) by the end of November to the Chair for preparation of the Chapter's Midyear report to MLA.
- F. Submit a written progress report by March 1 (covering period since Midyear report) to the Chair for preparation of the Chapter's Annual report to MLA.
- G. Review the Policy and Procedure Manual on an annual basis and revise as necessary.
- H. Prepare a written report of activities to be distributed at the Annual Meeting.

- I. Present a report of activities at the Annual Meeting.
- J. Perform other duties as specified in the Bylaws, Strategic Plan or Policy & Procedure Manual.
- K. Any officer who cannot fulfill a term shall submit a letter of resignation to the Chapter Chair. Copies should also be submitted to the MLA Chapter Council Chair and MLA Headquarters as appropriate.

Revised March 2007

## **MAC Chair**

### **I. Charge and Term of Office**

The Chair presides at all business meetings of the Chapter and the Executive Board, submits a midyear and annual report to MLA, and performs other duties prescribed by the Bylaws. The Chair serves for one year to be preceded by a one -year term as Chair-Elect and followed by a one-year term as Immediate Past Chair.

### **II. MLA Responsibilities**

- A. Represents the Chapter in business matters related to MLA.
- B. Submits an annual report to be published as part of the MLA Annual Report on Chapter activities by date required by MLA; submits a mid-year report on Chapter activities by date required by MLA.
- C. Sets Chapter goals. Include goals as agenda item for the fall meeting of the Executive Board at which time the new MLA priorities can be reviewed. Specific Committee goals should be discussed during the various Committee meetings at the annual meeting, in preparation for submission to the Chair following the annual meeting. The goals are officially adopted at the winter Executive Board Meeting.

### **III. MAC Responsibilities**

- A. Attends Executive Board meetings as a voting member.
- B. Sets the agenda and conducts Executive Board meetings.
- C. Sets the agenda and conducts the Annual Business meeting.
- D. Conducts the business of the Chapter in accordance with the Bylaws.
- E. Contributes article(s) and editorial(s) to MAC Messages as appropriate, at least annually.
- F. Corresponds with other chapters as necessary.
- G. Appoints committee chairs.
- H. Designs and submits a committee application form for the spring and summer issues of MAC Messages; receives and tabulates results; works with committee chairs to appoint new committee members.

- I. Works with the Communications Committee to appoint newsletter editor and Website editor.
- J. Sends letters of appointment to committee chairs, committee members, newsletter editor, etc.
- K. Works with the Board and the Annual Meeting Committee to determine future meeting sites.
- L. Selects and invites an MLA Board member to participate in the MLA session for the annual meeting. When confirmation is received, informs Annual Meeting Committee, who contacts presenter to make arrangements.

#### IV. MAC Chair Calendar of Activities

October:

After annual meeting:

- Set time and place of Winter Board meeting and alert Board members and committee and task force chairs. Ask Chairs to contact their members and confirm attendance. Include:
  - request to confirm attendance
  - lunch preferences (if applicable)
  - maps, travel information and lodging information (as appropriate)
  - call for agenda items and copies of information to be distributed at the meeting
  - budget request form to be completed and returned by Officers, and Committee and Task Force Chairs before the meeting
- Draft goals for the coming year to be presented at the winter Executive Board meeting, revised and adopted. Contact MAC member who is affiliated with the state association for the area in which the annual meeting will be held two years hence to get a recommendation for an appropriate site. Forward recommendations to the Executive Board. Write a "Welcome from the Chair" article for *MAC Messages*. Prepare the MLA Midyear report, due around November or December.

January or February

At Board meeting:

- Formally adopt goals for the coming year
- Receive final reports about activities of the previous annual meeting
- Allow committees and task forces to meet and report back to the group
- Immediate Past Chair will present any bylaws changes as determined and deemed necessary to the Board

March:

- Write Chapter Annual report and send to MLA for inclusion in MLA's Annual report.

July:

- Place a call in *MAC Messages* for committee member volunteers, to be sent to the MAC Chair; acknowledge receipt; assign committee members and write letters of notification.
- Set date for Fall Executive Board meeting to be at least 3 weeks before the annual meeting.
- Review the strategic plan.

October:

At annual meeting:

- Preside over business meeting.
- Present Chair's report.

After Annual meeting:

- Begin to review bylaws for revisions (as Immediate Past Chair).

Revised March 2007

## **MAC Immediate Past Chair**

### **I. Charge and Term of Office**

The Past Chair serves for one year as a member of the Executive Board and as a member of the Strategic Planning Committee. The Past Chair will be responsible for reviewing the current edition of the MAC Bylaws. This person also serves as Chair of the MAC Nominating Committee and reports the newly elected MAC Officers to MLA headquarters.

### **II. Responsibilities**

- A. Reviews and revises the MAC Bylaws (see MAC Bylaws Revision section).
- B. Chairs the Nominating Committee (see Nominating Committee section).
- C. Performs other duties as assigned by the Chair.

Revised March 2007

## **MAC Chair-Elect**

### **I. Charge and Term of Office**

The Chair-Elect serves for one year followed by a one-year term as Chair and a one year term as Immediate Past Chair.

### **II. Responsibilities**

- A. Attends Executive Board meetings as a voting member.
- B. Serves as Chair of the Strategic Planning Committee during tenure as Chair-Elect (see Strategic Planning Committee section).
- C. Serves as Chair in the absence or at the request of the Chair.

Revised March 2007

## **Secretary**

### **I. Charge and Term of Office**

The Secretary records the proceedings of the Chapter's Annual Business Meeting and meetings of the Executive Board, handles correspondence, and performs other duties as requested by the Chair and Executive Board. The term of office is three years.

### **II. Responsibilities**

- A. Attends Executive Board meetings as a voting member.
- B. Submits the draft of the written minutes to the chair for approval and changes.
- C. Electronically submits the minutes of the Executive Board and business meetings to the MAC Web site editor to be included on the MAC Web site.
- D. Prepares and submits minutes of the Annual Business Meeting to the newsletter editor for publication in the MAC Messages issue immediately following the Annual Meeting.
  - Also prepares summaries of the Executive Board meetings for publication in the newsletter.
- E. Completes and distributes minutes of all meetings to Board members and committee chairs within two months of the meeting date.
- F. Handles Chapter correspondence as requested by the Chair.
- G. Updates Board decision list as needed and distributes copies to the Board members and committee chairs to be included in their Policy & Procedures Manual.

Revised March 2007

## **Treasurer**

### **I. Charge and Term of Office**

The Treasurer serves for a term of three years (beginning at the Winter Board Meeting) and is responsible for the receipt, custody, and disbursement of funds; issues a report at the Annual Meeting on the Chapter's financial status; and performs other duties as requested by the Chair and Executive Board.

### **II. MAC Responsibilities**

- A. Attends Executive Board meetings as a voting member.
- B. Collects and disburses MAC funds as appropriate.
- C. Maintains MAC financial records.
- D. Provides for a yearly accounting of the financial records and preparation of required IRS reports.
- E. Produces report of MAC's financial status for the Annual Business Meeting and for the winter Executive Board meeting. Summary information is published in MAC Messages as part of the meeting minutes, submitted by the Secretary.
- F. Establishes bookkeeping standards for the Chapter's financial records.
- G. Serves as an ex-officio member of the Annual Meeting Committee.
- H. Assists with transition of duties at end of term by transferring funds to incoming Treasurer to open an account in time to pay expenses incurred at the Winter Board Meeting. Sends the remaining funds in checking and savings accounts to the new Treasurer after the last check has cleared.
- I. Gives the incoming Treasurer's contact information to the banks.

Revised March 2007

## Chapter Council Representative

### I. Charge and Term of Office

The Chapter Council Representative shall represent the Chapter on MLA Chapter Council in accordance with the Chapter bylaws and the Chapter Council Procedure Manual. The Representative serves a three-year term, beginning immediately after the MLA Annual Meeting following the election.

### II. MLA Responsibilities

- A. Attends all Chapter Council meetings and represents the Chapter. Attends the Council meetings at the MLA Annual Meeting that immediately follows the representative's election, as incoming representative (this is the last meeting of the outgoing representative). Attends Council meetings at the next three MLA Annual Meetings (see Travel Assistance section).
- B. Votes on issues presented to the Council, including the recognition of new chapters, candidates for MLA nominating committees, and the election of a Chapter Council Chair, who serves ex-officio on the Board of Directors.
- C. Participates in Chapter Council deliberations and responds on behalf of the chapter to matters which affect it.
- D. Carries issues to the chapter from the Council to obtain membership response.
- E. Implements Council decisions and gathers information as requested.
- F. Serves on at least one standing or ad hoc committee and may, if appointed, serve as Chair of a Chapter Council Committee.
- G. Solicits periodic feedback from the membership on issues related to MLA and its support of the Chapter. Submits annual and midwinter reports by the assigned date to the Council Chair. These reports can include chapter activities or discussions relating to Council business, reports of newsletter articles concerning MLA or Council issues, and problems or issues to be brought before the Council for discussion or action.
- H. Ensures the selection of a Nominating Committee nominee from the chapter and submits a biographical form to the elections committee by the assigned date.
- I. Ensures election of new representatives and alternates.
- J. Keeps chapter officers informed of significant business and events emanating from the Council. A Chapter Council report is a regular agenda item at chapter annual meetings and meetings of the chapter Executive Board.

- K. Contributes to "Chapter News" in MLA News as appropriate or requested.
- L. Shares all Council information with the Alternate. Duties may be shared with or assigned to the Alternate as appropriate.

### III. MAC Responsibilities

- A. Serves as a voting member of the Executive Board. Attends Executive Board meetings.
- B. Reports Council business to the Executive Board and at the MAC Annual meeting.
- C. Prepares an annual report on the Council's and the representatives' activities for the MAC Chair.
- D. Submits copies of all reports to the Council Chair to the MAC Chair.
- E. Provides copies of Chapter Council minutes to the MAC Chair.
- F. Reports Council activities and issues to the MAC membership via MAC Messages as appropriate and provides copies of reports to the editor as requested.
- G. Addresses chapter concerns to the Council and potentially, through the Council Chair, to the MLA Board.
- H. Notifies the MAC Chair, the Council Chair, and the MAC Alternate whenever the Representative cannot attend a Council meeting.

Revised March 2007

## **Chapter Council Representative Alternate**

### **I. Charge and Term of Office**

The Chapter Council Representative Alternate shall represent the Chapter on MLA Chapter Council in accordance with the Chapter bylaws and the Chapter Council Procedure Manual. The Alternate serves a three-year term, beginning immediately after the MLA Annual Meeting following election. The Alternate will run for Chapter Council Representative at the end of his/her term against write in candidates.

### **II. MLA Responsibilities**

- A. Attends all Chapter Council meetings and represents the chapter. Attends the Council meetings at the MLA Annual Meeting that immediately follows the Alternate's election, as incoming alternate (this is the last meeting of the outgoing alternate). Attends Council meetings at the next three MLA Annual Meetings (see Travel Assistance section).
- B. Serves as a non-voting member of the Council. When the Chapter Representative is not present at a Council meeting, the Alternate shall temporarily assume the Office of Representatives, including the right to vote.
- C. Participates in Chapter Council deliberations and responds on behalf of the chapter to matters which affect it.
- D. May be appointed to and chair Council committees and/or subcommittees.
- E. Replaces the Representative should he or she be elected to Chapter Council Chair or become unable to complete the term of office. A new Alternate shall be elected when this occurs, and shall serve the remaining term of the Alternate who is being replaced.
- F. May be appointed Secretary to the Council.

### **III. MAC Responsibilities**

- A. Serves as a voting member of the Executive Board. Attends Executive Board meetings.
- B. Assists the Chapter Council Representative in performing all of the duties of that office. Accepts assignments from the Representative.
- C. Reports, in the absence of the Representative, Council business to the Executive Board and at the MAC Annual Meeting.

- D. Notifies the MAC Chair, the Council Chair, and the Chapter Council Representative whenever the Alternate cannot attend a Council meeting.

Revised March 2003

## Archivist

### I. Charge and Term of Office

The MAC Archivist shall oversee and facilitate the maintenance of the historical material of the Chapter, serve as liaison between the MAC Executive Board and the institution housing the MAC Archives, and publish the list of materials to be archived. The Archivist shall be appointed by the Chair for a three-year term with the option of reappointment for additional terms. The Archivist will serve on the Executive Board as a non-voting ex-officio member.

### II. MLA Responsibilities

The Archivist coordinates the Chapter's yearly participation in the Medical Library Association's Archival Materials Program. (See Section VIII under General Policies and Procedures.)

### III. MAC Responsibilities

- A. Attends Executive Board meetings as a non-voting member.
- B. Organizes and preserves the written records, photographic and realia history, and electronic history of the Chapter.
- C. Serves as a liaison between the Chapter, the Chapter's Archives, and the institution housing the Archives.
- D. Reminds Board members and Committee Chairs of archiving policies before each Board meeting.
- E. Collects copies of all official Chapter records and sends to Archives, including:
  - MAC Messages
  - Minutes of Executive Board Meetings, Annual Business Meetings, and any semi-annual meetings
  - Annual meeting program and registration packets
  - Current Chapter Bylaws (electronic)
  - Chapter Policy and Procedure Manual (electronic)
  - Membership Directory (electronic)
  - Annual officer and committee reports
  - Annual reports to MLA
  - Annual Officer and Committee goals and objectives
  - Correspondence relating to Chapter policy and program development
  - Appropriate items from Chapter discussion list and Web site.
- F. Provides historical context at MAC Annual Meetings

## **Chapter Benchmarking Liaison**

### **I. Charge and Term of Office**

The MAC Benchmarking Chapter Liaison (BCL) shall serve as the Chapter's authority on participation in the MLA Benchmarking Initiative. The Benchmarking Chapter Liaison is appointed by the MAC Chair. The term of office of the Benchmarking Chapter Liaison shall be two years with the option of continuing for a second two-year term.

### **II. MLA Responsibilities**

- A. Attends Benchmarking Chapter Liaison meeting (if held) at the MLA Annual Meeting.
- B. Serves as a key grassroots liaison for MLA and the Benchmarking Network Editorial Board with Chapter members on the MLA Benchmarking Initiative.
- C. Proactively communicates with all Chapter members and with BCLs from other Chapters.
- D. Promotes participation in the initiative by all types of libraries, communicating the importance, value, and benefits of the Network to Chapter members.

### **III. MAC Responsibilities**

- A. Attends Executive Board meetings as a non-voting member.
- B. Explains initiative and encourages participation through meetings, communication through MAC Messages, the Chapter discussion list, and other means.

Created March 2007

# Guidelines for Committees, Liaisons and Others

- I. General Guidelines
- II. Honors and Awards Committee
- III. Membership and Recruitment Committee
- IV. Nominating Committee
- V. Professional Development Committee
- VI. Annual Meeting Committee
- VII. Communications Committee
- VIII. MAC Messages
- IX. Strategic Planning Committee

## General Guidelines

There shall be standing and special committees appointed by the Chair for terms as established by the Executive Board to assist with Chapter business. The Chair shall designate all committee chairs.

The work of all committees shall be under the charge of the Executive Board. Committees shall maintain close liaison with MLA Committees and conform to Association standards and policies where national matters are concerned.

Standing committees are not allowed to seek funding from outside sources, independent of the board. (MAC Messages, Sept./Oct., 1994.)

### I. Eligibility Requirements

- A. All voting Chapter members may serve on committees.
- B. Committee chairs must be current members of MAC.
- C. Chairs of committees must also be Regular Members, Representatives of Institutional members, or Fellows of the Medical Library Association.

### II. Appointment of Committee Chairs

- A. Committee Chairs are appointed by the MAC Chair.
- B. Before the Winter Board Meeting, the Committee Chair recommends an existing Committee member to be appointed as Chair-Designate by the MAC Chair.
- C. The Chair-Designate serves in this position for one year, then succeeds to Chair for the final year of committee membership.

### III. General Duties of Committee Chairs

- A. Participate in selection of committee members.
- B. Set goals and objectives of the committee on an annual basis as directed by the MAC Chair.
- C. Prepare annual budget of the committee for the winter Executive Board Meeting.
- D. Attend the MAC Executive Board meetings as a non-voting member.
- E. Conduct committee meetings at least semiannually.
- F. Revise sections of the P & P Manual on an annual basis. Committee Chair submits revision to the Communications Committee by December 1 at the end of their term of office.
- G. Submit a written progress report when requested by the MAC Chair (usually in the spring) for preparation of the Chapter Annual Report to MLA.
- H. Prepare a written report of activities to be distributed at the Annual Meeting.
- I. Present a report of activities at the Annual Meeting.
- J. Reports committee activities for MAC Messages.
- K. Coordinate committee activities as needed.
- L. Weed committee files annually and submit documents to Archivist.
- M. Any committee chair who cannot fulfill a term of office or appointment shall submit a letter of resignation to the MAC Chair.

### IV. Procedures for Committee Appointment

- A. In the July/August/September issue of MAC Messages, the MAC Chair will write an article asking members to volunteer to serve on the various committees. A Committee Registration Form will be included (see sample).
- B. Members will return completed forms to the MAC Chair, who will then route them to appropriate Committee Chairs who will recommend committee appointments.
- C. The MAC Chair approves appointments and sends Committee members a letter confirming their appointment before the Winter Board meeting (see sample).

- D. Committee membership should be composed of a mix of hospital, academic, and special librarians representing each state in the Chapter.
- E. Terms of Appointment
  - 1. Membership appointment to a committee (with the exception of the Nominating Committee) is for three years, with staggered terms desirable.

Revised March 2007

## Honors and Awards Committee

### I. Charge to the Committee

It is the charge of the Honors and Awards Committee to recognize and reward the professional activities of members.

### II. Committee Membership

- A. Committee members include a Chair, Chair-Designate, and at large members.
- B. Committee membership should be composed of a mix of hospital, academic, and special librarians representing each state in the Chapter.
- C. Committee members will serve three year terms.

### III. Committee Policies and Procedures - Honors

- A. Academy of Health Information Professionals (AHIP)  
Policy: The Honors and Awards Committee of MAC recognizes, on a yearly basis, members who have achieved AHIP status.
  - 1. After the annual Medical Library Association (MLA) meeting in May, a member of the committee contacts MLA for a list of MAC members who are members of the AHIP.
  - 2. After verification of the list against the most current MAC membership directory, a list of honorees is created.
  - 3. AHIP members are acknowledged at the MAC Annual Meeting through:
    - a. asking AHIP members to stand at the Awards Luncheon function or other function, and
    - b. placing the list of AHIP members in the conference packet.
  - 4. A list of AHIP members is published in MAC Messages.
- B. Instructors/Consultants  
Policy: The Honors and Awards Committee of MAC, in an effort to encourage members to become instructors and/or consultants, will recognize the contributions of MAC members who are performing this valuable service.
  - 1. At the MAC Annual Meeting, instructors, consultants and course developers are honored by asking such individuals to stand during the Awards Luncheon or other function so that the MAC membership acknowledge their accomplishments.
- C. Out-going Officers, Committee Chairs, Committee Members, and other appointed persons  
Policy: All out-going elected officers, committee chairs, committee members, chapter council representatives/alternates, and other appointed positions (e.g.

MAC Messages editor) are honored for their service to MAC at the Awards Luncheon or other function that ends their respective terms.

1. The current chair of MAC identifies the members to be honored by August 31 and sends that information to the chair of the Honors and Awards committee or their designee. It is at the discretion of the committee chair to determine whether to honor individuals who fail to complete their terms, for whatever reasons.
2. A certificate of appreciation is prepared indicating the person's name, position held and term of office.
3. Certificates are signed by the current MAC chair and names of those receiving certificates are read at the annual meeting.
4. The committee chairs distribute certificates to committee members.

#### D. Retirees

Policy: The Honors and Awards Committee of MAC, in order to recognize the value of library service and to promote the role of the mentor, will honor retiring librarians.

1. Retirees must be members of MAC.
2. At the Annual Meeting, through MAC Messages and through the MAC listserv, the Honors and Awards Committee solicits the names of librarians in MAC who have retired during the past year or who are about to retire.
3. In the January issue of MAC Messages, each retiree is honored with a brief biography.
4. The Honors and Awards Committee sends letters congratulating each retiree on their service and encouraging their continued membership and involvement in MAC activities. The letters are signed by the MAC chair.
5. Retirees are honored at the MAC Annual Meeting by asking all present at the Awards Luncheon to stand and be recognized by the MAC members.

### IV. Committee Policies and Procedures - Awards

#### A. Marguerite Abel Service Recognition Award

Policy: The Honors and Awards Committee of MAC, in order to encourage service to the profession, will annually recognize a member for outstanding service to the Chapter. This is the highest service honor given by MAC.

1. (In April, May and June) The Honors and Awards Committee solicits nominations for the Marguerite Abel Service Recognition Award. Nomination forms are published in MAC Messages, sent out via MACMLA-L and distributed in other appropriate ways. Chapter officers are encouraged to submit nominations. The state reporters for MAC Messages and state association officers are contacted and asked to make nominations.
2. After nominations are collected, the Honors and Awards Committee reviews the nominations. Nominees must be MAC members. The

Committee selects one person to receive the award. All nominations are kept confidential.

3. The Executive Board and the recipient are notified in late August.
4. The recipient of the Marguerite Abel Service Recognition Award is announced and honored at the Annual Meeting. The recipient receives a cash award of \$200.00. The cash award money is made available through the Marguerite Abel Fund. The recipient is also honored in a substantial report on his/her service and activities in MAC Messages.
5. The recipient receives a plaque.

B. MAC Librarian of the Year Award

Policy: The Honors and Awards Committee of MAC, in order to recognize excellence in the profession, will annually honor a MAC member for outstanding contributions to the library profession. This is the highest honor given by MAC.

1. (In April, May and June) The Committee solicits nominations for the MAC Librarian of the Year Award. Nomination forms are published in MAC Messages, sent out via MACMLA-L and distributed in other appropriate ways. Chapter officers are encouraged to submit nominations. The state reporters for MAC Messages and state association officers are contacted and asked to encourage nominations.
2. After nominations are collected, the Honors and Awards Committee reviews the nominations. Nominees must be MAC members. The Committee selects one person to receive the award. All nominations are kept confidential.
3. The Executive Board and the recipient are notified in late August.
4. The recipient of the MAC Librarian of the Year Award is announced and honored at the Annual Meeting. The recipient is also honored in a substantial report on his/her service and activities in MAC Messages.
5. The Honors and Awards Committee submits the name of the MAC Librarian of the Year to be considered for the Estelle Brodman Award for the Academic Medical Librarian of the Year, the Lois Ann Colaianni Award for Excellence and Achievement in Hospital Librarianship, or another MLA national awards for which they are most qualified.
6. The recipient receives a plaque.

C. One-Person Library Recognition Award

Policy: The Honors and Awards Committee of MAC, in order to recognize excellence in the profession, will honor a MAC member for outstanding contributions to both the library profession and his/her own institution.

1. The Honors and Awards Committee solicits nominations for the One-Person Library Recognition Award. Nomination forms are published in MAC Messages, sent out via MACMLA-L, and distributed in other appropriate ways. Chapter officers are encouraged to submit nominations. The state reporters for MAC Messages and state association officers are contacted and asked to encourage nominations.

2. After nominations are collected, the Honors and Awards Committee reviews the nominations. Nominees must be MAC members. The Committee selects one person to receive the award. If no qualified nominations are received, the award will not be given. All nominations are kept confidential.
3. The recipient may have up to 0.5 paid support staff.
4. Other criteria includes leadership at the local, state, regional, or national level of the library profession as well as within the home institution. Publications, teaching, training, mentoring, service, and development of special projects at any level are also considered as outstanding contributions.
5. The Executive Board and the recipient are notified in late August.
6. The recipient of the One-Person Library Recognition Award is announced and honored at the Annual Meeting. The recipient is also honored in a substantial report on his/her achievements and activities in MAC Messages.
7. The recipient receives a plaque.

D. National Awards

Policy: The Honors and Awards Committee encourages MAC members to apply for or submit MAC members' names for consideration of national awards.

1. The Honors and Awards Committee submits the name of the MAC Librarian of the Year Award to be considered for the Estelle Brodman Award for the Academic Medical Librarian of the Year, the Lois Ann Colianni Award for Excellence and Achievement in Hospital Librarianship, or another MLA national award for which they are most qualified.
2. A list and description of MLA awards or brief articles about the awards is published in MAC Messages at appropriate times during the year.

E. Recognition of others

1. At the MAC annual meeting, the following individuals are honored by being asked to stand during the Awards Luncheon or other function so that the MAC membership acknowledge their contributions (or accomplishments):
  - a. AHIP Counselors
  - b. Chapter Council Representatives
  - c. MLA Officers and Board Members
  - d. New MAC Members
  - e. Continuing members of task forces and committees

## Membership and Recruitment Committee

### I. Charge to the Committee

It is the charge of the Membership Committee to:

- Conduct an annual membership drive;
- Maintain and publish a brochure for recruitment purposes, in conjunction with the Communications Committee;
- Recruit library school students, library paraprofessionals, and other interested persons into the Mid-Atlantic Chapter, as well as health sciences librarianship;
- Gather and maintain information on the dues structures of other professional associations;
- Maintain a database of MAC members
- Coordinate the MAC Conference Scholars Program

### II. Committee Membership

- A. Committee members include a Chair, Chair-Designate, Liaison to the MLA Recruitment & Retention Committee, and the MAC Database Manager. The Chair will serve as the MAC representative to the MLA Membership Committee.
- B. Committee membership should be composed of a mix of hospital, academic, and special librarians representing each state in the Chapter.
- C. Committee members will serve three year terms.

### III. Committee Policies and Procedures

- A. Annual Membership Drive
  1. Each year, the membership committee will provide the MAC Messages editor with a renewal reminder included in the October / November / December issue of the newsletter.
  2. An article will appear in the October / November / December issue of MAC Messages from the Membership Committee Chair reminding members to renew their membership.
  3. In the first quarter of the calendar year, recruitment letters will go to members who did not renew two years prior. For example, in the first quarter of 2005, letters are sent to 2003 members who have not renewed.
  4. In February of each year, a reminder will be sent to those members who have not renewed for the year.
  5. In the first quarter of the calendar year, recruitment letters will go to MLA members living in the MAC area who are not also MAC members.
  6. Other groups may be targeted as deemed appropriate by the committee.

7. All renewals, even those paid by check, must go through the online system from Acteva. A link to the online renewal form is available at the MAC Website.

B. New Members

1. Each state representative on the committee will be responsible for contacting new MAC members to welcome them to the association and to offer themselves as a resource person for information on MAC activities.
2. Membership Committee members are encouraged to work with the Annual Meeting Committee in their endeavors to make new members and first-time attendees welcome at the Annual Meeting.

C. Membership Database

1. The Membership Committee is responsible for maintaining an up to date database of the MAC membership.
2. The Membership Directory is available online to members who have paid their membership dues for the year. Passwords are available from the MAC Database Manager.
3. The membership committee is responsible for providing mailing labels generated from the membership database as requested.

D. MAC Conference Scholars Program

1. The Membership Committee is responsible for coordinating the MAC Conference Scholars Program.
2. The MAC Conference Scholars Program is available to any new librarian, library school students, or paraprofessional who lives or works in the MAC region.
3. The Membership Committee will promote and solicit applicants for the MAC Conference Scholars program.
4. The Membership Committee will choose the recipient of the MAC Conference Scholarship.

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## Nominating Committee

### I. Charge to the Committee

The Nominating Committee is charged with preparing an annual slate of two or more nominees for each office to be filled and with mailing the slate and ballots to MAC members for their votes.

### II. Committee Membership

- A. The MAC Immediate Past Chair is the Chair of the Nominating Committee.
- B. The Chair appoints five members who should be representative of the different geographical locations and types of health sciences libraries served by MAC. Members will serve until the votes have been counted.

### III. Committee Policies and Procedures

- A. Nomination of officers
  - 1. The Nominating Committee Chair will prepare a list of the offices to be filled, based upon the following:
    - a. Chair-Elect/ Strategic Planning Committee Chair elected every year to fulfill a three-year commitment.
    - b. Secretary elected every third year to serve a three year term.
    - c. Treasurer elected every third year to serve a three-year term.
    - d. Chapter Council Representative elected every three years to serve a three-year term. The name of the current Chapter Council Alternate will be placed on the ballot to run against write-in candidates.
    - e. Alternate Chapter Council Representative elected every three years to serve a three-year term.
    - f. MAC Nominee for the MLA Nominating Committee elected every year.
  - 2. The Nominating Committee Chair establishes the deadlines.
  - 3. The committee compiles a slate of potential candidates, approximately three to five for each office, to be reviewed by the MAC Chair before the potential candidates are contacted.
  - 4. The committee contacts the candidates to determine their willingness to run. The committee informs each candidate about the term and duties of the office, and that a candidate must be an individual member of MLA.
  - 5. The committee prepares a final slate that should have at least two candidates for each office, and should be representative of the geographical areas and types of libraries within the Chapter. This slate should be ready at least two to three months prior to the Annual Meeting.

6. The committee sends sample ballots and information to each candidate and requests biographical information that will be with the ballot.

B. Elections

1. Ballots are posted on Survey Monkey, and brief biographical data for each candidate is posted on the MAC Website at least 30 days prior to the Annual Meeting. A general announcement about the MAC officers' election and dates for voting is sent by the Nominating Committee Chair through the MAC List. Specific e-mails to the eligible MAC members are sent by the Nominating Committee Chair with Survey Monkey access information and voting directions in a group mailing using the current members e-mail list obtained from the MAC Membership Database Manager.
2. The ballot should clearly state who is running for each office and who can vote for each office. MAC members may vote for the Chair-Elect, Secretary, and Treasurer. Only those MAC members who are voting members of MLA may vote for the Chapter Council Representative, the Alternate, and the MAC Nominee for the MLA Nominating Committee. Two ballots should be prepared: one for the MAC voters and one for the MAC/MLA voters with the appropriate offices listed.
3. To ensure that all votes are valid, the Nominating Committee Chair must verify, using Survey Monkey access, each return against membership lists for MAC and MLA. The MAC Membership List and the MLA Directory serve as official membership lists. The Membership Committee Chair, Database Manager or Treasurer can verify the names of MAC members who are not listed in the MAC directory.
4. The Nominating Committee Chair counts the ballots and tabulates the results.
5. Candidates shall be declared elected upon receiving a plurality of the votes cast. If a tie occurs, the election shall be decided by a majority vote by paper ballot at the Annual Business Meeting.
6. Ballots shall be retained for six months.
7. The Nominating Committee Chair notifies the MAC Chair, committee members and all candidates of election results as soon as possible after the votes are counted.
8. The MAC Chair and Nominating Committee Chair send a letter of congratulations to the winning candidates and letters of appreciation for running to the other candidates.
9. The Nominating Committee Chair announces the election results at the Annual Meeting and in MAC Messages.
10. The Nominating Committee Chair submits a written preliminary report to the Fall Executive Board meeting and a final oral and written report for presentation at the Annual Business Meeting.
11. The Nominating Committee Chair reports the names of all officers to the Executive Director of MLA.

## Professional Development Committee

### I. Charge to the Committee

The Professional Development Committee (PDC) coordinates the Chapter's efforts in continuing education and provides information and guidance to groups and individuals on matters relating to professional development.

### II. Committee Membership

- A. Committee members include a Chair, Chair-Designate, and AHIP Coordinator, and at large members.
- B. The membership should be composed of a mix of hospital, academic, and special librarians with special interests and expertise in continuing education (CE) representing each state in the Chapter.
- C. Committee members will serve three years.
- D. AHIP counselors will serve as ex-officio members of the PDC.
- E. The Chair will serve as a liaison to the Annual Meeting Committee regarding CE courses at the meeting (see Continuing Education at the Annual Meeting Section).

### III. Committee Policies and Procedures

#### A. Continuing Education at Annual Meeting

1. The PDC Chair serves as liaison to the Annual Meeting Committee, and acts as contact between MAC planners, PDC, CE registrants and instructors. The PDC Chair is responsible for coordinating the activities described below:
  - a. Select courses to be offered and instructors. Solicit input from the members via previous meeting evaluations and surveys. Consider MLA, as well as SLA, NN/LM and local experts.
  - b. Check with the Annual Meeting Committee to be sure there are classrooms for the CE courses, as well as hotel rooms for the instructors. Arrange to view rooms planned for CE courses.
  - c. Establish guidelines for instructors' compensations: round-trip travel, food and lodging (for one day courses, one day and up to two nights; for two day courses, two days and up to three nights). Send expense forms and letter explaining reimbursement policies and procedures to instructors prior to the meeting.

- d. Prepare a program budget to include instructors' expenses: honoraria, travel, hotel, meals, etc.; cost of media requirements, charges for rooms and/or setups, if applicable; charges for breaks; cost of online hookups, postage and materials (syllabus, manual, handouts, duplication).
- e. Submit grant applications to help cover expenses (NN/LM, MLA LMS, etc.)
- f. Obtain completed Instructor Agreement from all instructors.
- g. Obtain completed AV requirements form from all instructors. Transmit instructors' set-up specifications (seating/layout, AV equipment, blackboards, flipcharts, etc.) to hotel contact person and to person responsible for AVs.
- h. Arrange for MLA CE credit for the courses for the Annual Meeting. For new classes, work with instructor to gain CE credit, including using MAC funds for course credentialing. Arrange for registrants to receive CE certificates.
- i. Notify the LAC Chair and Printing/Publicity Committee of any special forms needed for pre-registration packet.
- j. Advise registration coordinators from Annual Meeting Committee on CE descriptions, minimum and maximum number of registrants and the cut-off date for course registration. Monitor registration numbers to ensure they meet class minimum (if any).
- k. Get list of CE registrants from Registration Committee and give copies to instructor, registrants, and checkers.
- l. Coordinate publicity needed for CE with Annual Meeting Committee. CE course announcements should be included in the following: MAC Messages, MLA News, MACMLA-L, as well as professional state and local publications.
- m. Assign a "checker" to each CE course, each day, to report trouble to the appropriate hotel person. Brief checkers on requirements and introduce them to responsible hotel staff. Checkers should be available for the entire class to assist instructors in set-up and other troubleshooting as necessary, to sign in attendees, and distribute and collect class evaluations.
- n. Maintain in a convenient central location an emergency supply of paper, felt pens, chalk, eraser, masking tape, thumbtacks, etc., available during meeting as well as on CE days. Recheck supply for last CE day.
- o. Document all expenses and notify Treasurer of bills to be paid to instructors, MLA, etc. Arrange for instructors' honorarium checks to be given as courses are completed.
- p. Check with the hotel a week before the hotel room registration deadline to be sure there are rooms for the CE courses, as well as for the instructors.
- q. Collect and analyze evaluation reports for each CE course and for future annual meetings. Submit course evaluations to MLA.

- r. Incorporate report of CE activities into annual PDC report.
- B. Identify quality courses and instructors for chapter-sponsored CE.
  - 1. Encourage participation in NN/LM or MLA sponsored CE needs assessments.
  - 2. Consult MLA Educational Clearinghouse for courses of interest to the membership.
  - 3. Survey members' CE interests regularly and use feedback from annual meeting evaluations to determine chapter CE needs.
- C. Offer career development opportunities.
  - 1. Monitor course offerings within the Chapter boundaries or nearby areas and publicize them in MAC Messages and on the Chapter's Web site.
- D. Encourage membership in the Academy of Health Information Professionals within the chapter and provide guidance to chapter members who seek Academy membership.
  - 1. Appoint an AHIP Coordinator from within the committee to plan AHIP activities. Recruit chapter members willing to serve as AHIP counselors. The coordinator and counselors should all be regular AHIP members (not Provisional).
  - 2. Promote counseling opportunities by publicizing the names of Chapter AHIP counselors in MAC Messages and on the Chapter Web page.
  - 3. Provide counseling opportunities and AHIP applications at the Annual Meeting.
- E. Promote posters and presentations at MAC Meetings by Chapter members.
  - 1. Establish a mentoring program to provide support for MAC members with little or no experience in preparing posters or presenting papers.
  - 2. Recruit mentors to assist inexperienced members with preparing and submitting the paper or poster abstract, providing advice on poster content, design, graphics, and printing, and helping with paper content, organization, and presentation
  - 3. Refer members to online and other resources for poster/presentation assistance.

## Annual Meeting Committee

### I. Charge to the Committee

The Annual Meeting Committee coordinates and directs program planning and local arrangements for the annual meeting, delegates the resulting tasks and generally is responsible for seeing that all tasks associated with preparing and presenting the MAC Annual Meeting are accomplished.

### II. Committee Membership

- A. The MAC Chair will name the Annual Meeting Chair(s).
- B. Members are appointed by the Annual Meeting Chairs to participate in program and local arrangements activities. Those involved with the program should be representative of the different geographical locations and types of health sciences libraries served by MAC. Members should also have varying areas of expertise and experience. The committee can be formed as soon as possible after the elections but no later than two weeks after the annual meeting.
- C. Treasurer should be an ex officio member of the Annual Meeting Committee.

### III. Committee Policies and Procedures

- A. Chair's responsibilities for program planning
  - 1. Prior to the first Committee meeting, review previous year's evaluations, MAC policies concerning annual meetings, Policy and Procedures Manual, previous MAC program guides, and notebooks from previous programs.
  - 2. Have ready for distribution: speaker checklists, meeting deadlines, planning schedule and MAC speakers policies.
  - 3. Attend the winter Executive Board Meeting to receive special instructions from the Board, report on progress, and request contributions from the treasury to help cover expenses.
- B. Committee Responsibilities for program planning
  - 1. Prepare a tentative program schedule to include:
    - a. various program sessions with speakers to span a two-day the meeting
    - b. MAC Business meeting for 1 1/2 hours
    - c. time allotted for state group and MAC committee meetings
    - d. time allotted for visiting exhibits
  - 2. Determine a program theme.
  - 3. Prepare a list of potential session topics and speakers.
  - 4. Establish a timetable and deadlines.

- C. Assignment of specific areas of responsibility
  - 1. Each committee member is responsible for at least one portion of the program.
    - a. Contact potential speakers and confirm their participation.
    - b. Finalize topics and titles of presentations per deadlines.
    - c. Submit all necessary documentation to the Chair including all correspondence, speaker checklists, audiovisual requirements, registration packet enclosures, handouts and travel plans.
    - d. Introduce speakers and serve as moderator.
    - e. Give speakers their honoraria.
    - f. Write thank you letters to speakers after the meeting.
  
- D. Chair's responsibilities for program implementation
  - 1. Prepare a program budget including speaker expenses (travel, honoraria, waived registrations), audiovisual requirements and associated expenses, and room requirements.
  - 2. Meet with the LAC Committee and Treasurer to develop a meeting budget.
    - a. Budgets should be collected from all the LAC sub-committee chairs and the Program Chair and sent to the MAC Chair before the winter Executive Board Meeting.
    - b. Projected income from sponsors should be included.
    - c. With the assistance of the Treasurer and LAC Chair, a registration fee is set to meet the anticipated expenses (in some cases a registration fee maximum may be set by the Executive Board). Any questions concerning the budget for the meeting are handled by the Program Chair in consultation with the LAC Chair, MAC Chair and Treasurer as necessary.
  - 3. Prepare a preliminary program guide and submit it to the LAC Publicity sub-committee for printing.
  - 4. Submit articles promoting the meeting to MAC Messages.
  - 5. Submit the final program guide to the Publicity sub-committee with modifications, enhancements, and room assignments by deadline.
  - 6. Program speakers
    - a. Direct program committee members to obtain information from speakers as needed, provide speakers with the preliminary program and request reimbursement forms to be returned to the Chair by deadline.
    - b. Supply a list of speakers receiving honoraria, with the amount, to the Treasurer prior to the meeting. Receive checks at the meeting and give them to program committee members for distribution immediately following the sessions.
    - c. Supply a list of all speakers to the registration sub-committee chair including a list of all MAC members receiving registration honoraria and a list of non-MAC/MLA speakers needing registration packets, badges and meal tickets.

- d. Send expense forms and a letter explaining reimbursement policies and procedures to appropriate program committee members prior to the meeting. Committee members are responsible for forwarding this information to their speakers.
7. Maintain a record of all correspondence.
8. Develop a meeting evaluation form and ensure that the evaluation forms are placed in the meeting packets, the results are tabulated, shared with the new Annual Meeting Chair within thirty days of the meeting and reported at the winter Executive Board meeting
9. Send a copy of all program planning records and correspondence to the new Annual Meeting Chair with the previous year's program notebook within 45 days of the meeting. Share advice about program planning and meeting execution with new Annual Meeting Chair.

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## Communications Committee

### I. Charge to the Committee

The Communications Committee is responsible for all MAC publications, except the MAC Directory, and is charged with maintaining, reviewing and updating these publications.

### II. Committee Membership

- A. Committee members include a Chair, Chair-Designate, editor(s) of MAC Messages, MAC Web site editor, MACMLA-L electronic discussion list owner and three to five at-large members. The state reporters are ex-officio members of the Communications Committee.
- B. Committee membership should be composed of a mix of hospital, academic, and special librarians representing each state in the Chapter.
- C. Committee members will serve three year terms.

### III. Committee Policies and Procedures

- A. Provide guidelines for all MAC publications.
- B. Determine operating budgets and publication schedules.
- C. With input from the MAC Chair, appoint editor(s) and state reporters for MAC Messages and other publications as needed.
- D. Serve as a liaison with state reporters, MAC Messages editor and MAC members as needed to facilitate the collection of state news for MAC Messages.
- E. Work with appropriate committees to conduct reviews of the newsletter, brochure and other MAC publications. Publications should be reviewed and evaluated every two years for format, content, style and costs.
- F. Maintain the Chapter's Policy & Procedure Manual on the MAC Web site.
- G. Develop/revise sections of the Policy and Procedure Manual that relate to the Communications Committee.
- H. Work with the Membership Committee in designing other methods for promoting MAC.

- I. Maintain the MACMLA-L electronic discussion list to promote communications between MAC members.
- J. Develop, revise, and maintain a MAC Web page on the World Wide Web.
- K. Deliver two copies of all print publications to the MAC Archivist for retention in the MAC Archives.

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## MAC Messages

### I. Goals

- A. Inform members of MAC activities
- B. Inspire members to become involved in MAC.
- C. Exchange ideas about health sciences librarianship.

### II. Format

- A. Frequency  
MAC Messages is published quarterly in March, June, September and December.
- B. Length  
The length of each issue will be determined by the editor(s). Issues containing official minutes of the annual meeting and other supplemental materials may be longer. Newsletter articles should be brief and to the point.
- C. Format and Layout  
The newsletter will be published electronically (in the PDF format) only. Specific newsletter layout will be determined by the editor(s). General guidelines include: printing in columns, with both right and left margins justified. Headlines will be capitalized and included above the article texts.
- D. Design  
The masthead will be professionally designed and will incorporate the MAC logo and the title of the newsletter.

### III. Content

- A. Most of the content will be submitted by MAC officers, committee chairs, and state reporters.
- B. Letters  
Letters to the editor will be printed in the newsletter if they meet the following requirements: they are corrections to previously published material in the newsletter; they point out new developments in librarianship or information technology that would interest MAC members; they are substantive; they are signed.
- C. MAC Activities  
Priority will be given to printing reports of MAC activities.

- D. Advertising  
Commercial advertising is not currently included in the newsletter.
- E. Job Ads  
Advertisements for professional library positions will be published if they are timely.
- F. Feature Articles  
The editor(s) will try to include at least one feature article on a timely topic per issue. Submissions for the feature article will be solicited from MAC members and should address a topic of general interest to MAC members.
- G. Copyright  
Articles will not be copyrighted and may be freely reproduced.
- H. Columns  
The newsletter will attempt to have some regular columns with column reporters (other than the editor(s)). These may include: A legislative update column (MAC Nuggets); a hospital libraries column; a News from the States column; a technology column (Info Tech Watch).
- I. Bylines  
Whenever possible, articles submitted to the newsletter will have bylines printed.

#### IV. Responsibilities of the Editor(s)

- A. Editor(s) will serve for a term of two years, with an option to be reappointed for a second two-year term at the discretion of the MAC Chair.
- B. Editor(s) will be responsible for:
  - 1. Soliciting submissions to the newsletter.
  - 2. Editing the submissions for grammar, spelling, and general clarity. It may sometimes be necessary to shorten some of the articles submitted, but this will be done with the cooperation of the author of the article. Articles will not be edited for style.
  - 3. Word processing of the newsletter.
  - 4. Working with the MAC Web site editor to insure timely posting of the newsletter on the MAC Web site.

#### V. MAC State Reporters

- A. MAC State Reporters should focus on these topics for inclusion in the News from the States section of MAC Messages:
  - 1. Personnel changes including staff changes

2. AHIP recognition
3. Professional achievements (including presentations and research activities)
4. Legislative matters of interest
5. State organizational activities (such as conferences or CE offerings)
6. Local developments and projects of general interest (courses, tutorials, re-design of library web sites, grants received)
7. Library spotlight (brief reports on individual libraries)
8. Joint Commission Accreditation status for hospital libraries
9. Magnet Recognition news/status for hospitals

B. Additional considerations:

1. State reporters should periodically review newsletters from organizations in their states to gather more input on these topics
2. Tracking professional accomplishments in the newsletter will assist the Honors and Awards Committee in their efforts to recognize and promote member achievements

Revised March 2007

## Strategic Planning Committee

### I. Charge to the Committee

The Strategic Planning Committee oversees the strategic planning initiatives of the chapter, providing a continuous strategic planning process for the chapter's mission, goals, objectives, and its activities.

### II. Committee Membership

- A. Committee members include a Chair and at-large members, including the MAC Chair and Immediate Past Chair. The Committee Chair is the MAC Chair-Elect.
- B. Committee membership should be composed of a mix of hospital, academic, and special librarians representing each state in the Chapter.
- C. Committee members will serve three year terms.
- D. The Chair will serve a one-year term and continue on the Committee for the remaining two years while serving as MAC Chair and Immediate Past Chair.

### III. Committee Policies and Procedures

- A. **Maintain the Strategic Plan**  
The Committee will maintain the Chapter's Strategic Plan, reviewing on a regular basis and revising when necessary.
  - 1. The MAC Strategic Plan will be reviewed annually by the Committee.
  - 2. Proposed revisions in the plan should be sent to the MAC Officers and committee chairs by a specified time at the Fall Board meeting.
  - 3. The current plan shall be made available on the MAC Website.
- B. **Needs Assessment**  
The Committee should ensure that strategic planning includes periodic needs assessments to anticipate and meet members' needs and to review current structure and services.
- C. **Functional Assessment**  
The Committee should assess the organizational structure of MAC in order to fulfill its vision and mission and effectively respond to member expectations.
  - 1. Examine committees and elected positions for functionality and relevance
  - 2. Examine procedures for functionality and relevance (such as dues payment, etc.)