

# Guidelines for the Executive Board

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## 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.

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## **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.

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## **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.

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## 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.

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## 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.

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