

Guidelines for Committees, Liaisons and Others

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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.

Revised March 2007

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.)