

**NORTH ATLANTIC HEALTH SCIENCES LIBRARIES, INC.
EXECUTIVE BOARD HANDBOOK
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NORTH ATLANTIC HEALTH SCIENCES LIBRARIES, INC.

EXECUTIVE BOARD HANDBOOK

INTRODUCTION

The purpose of this handbook is to supplement and elaborate on the North Atlantic Health Sciences Libraries (NAHSL) Chapter Bylaws and to aid the NAHSL Executive Board in planning and managing Chapter programs and services.

The NAHSL Bylaws Committee shall review this handbook annually and update as appropriate, submitting revisions to the Executive Board for review and approval.

ABOUT NAHSL

Background

In 1982, NAHSL became a chapter of the Medical Library Association (MLA). This relationship is two-fold. Chapter status assures NAHSL of input into the decisions of the MLA Board of Directors and participation in MLA activities. At the same time, while individual NAHSL members may or may not be members of MLA, NAHSL is responsible as a body to the national organization and fulfills certain obligations set by MLA. The MLA Chapter Council serves as a liaison group between MLA and the MLA Chapters and is responsible for updating and providing the NAHSL Chair with a Chapter Chair's Manual, which contains basic information regarding MLA, outlines many of the connections between the chapter and the national organization, and provides guidelines and recommendations to the chapters. NAHSL gives serious consideration to recommendations made by MLA, but may choose to follow an alternate course on some issues.

MLA/NAHSL Relationships

1. **Representatives to MLA Chapter Council.** NAHSL elects a representative and an alternate to serve on the MLA Chapter Council. Their roles are detailed in this procedure manual and in the MLA Chapter Council Procedure Manual. In general, the Chapter Council Representative serves as liaison between MLA and the MLA Chapters and is responsible for updating and providing the NAHSL Chair with the Chapter Chair's Manual, which contains basic information regarding MLA, outlines many of the connections between the chapter and the national organization, and provides guidelines and recommendations to the chapters.
2. **Candidate for MLA Nominating Committee.** Each year, the NAHSL Executive Board submits to MLA Chapter Council the name of a NAHSL member as a potential candidate for the MLA Nominating Committee. If selected by the MLA Chapter Council, his/her name will then be placed on the national ballot for election to this committee. Since the candidate competes on a national level and represents NAHSL, care should be given to identify a person with national name recognition.
3. **Governmental Relations Committee.** The NAHSL's Governmental Relations Chair is also a nonvoting member of the MLA Governmental Relations Committee and plays a part in providing two-way communication between NAHSL and MLA.
4. **Membership Committee.** A NAHSL representative, appointed by the MLA, serves on the MLA Membership Committee for three years.

5. **Orientation.** Incoming chapter chairs are invited to attend an orientation session at the MLA Conference and Annual Business Meeting preceding their term of office.

Chapter Responsibilities

1. **Bylaws.** The NAHSL Bylaws must comply with the standards set by the MLA Bylaws Committee, which also approves any amendments or revisions.
2. **Reports and Submittals**
 - a. The NAHSL Chair submits written mid-winter and annual reports to MLA Headquarters. The MLA Executive Director will notify chapter chairs when a report is due.
 1. The mid-winter report is due to MLA Headquarters in October/November, depending upon the date of the MLA Board of Directors mid-winter meeting. For NAHSL, the report covers March through October.
 2. The annual report is due in spring and covers one year, generally from May of the previous year through April of the current year. The annual report is published in the MLA Annual Report, which is distributed at the MLA annual conference in May or June.
 - b. A list of chapter goals and objectives is submitted to MLA Headquarters within one month after the annual chapter meeting. An additional copy is sent to the Chapter Council Chair. Each year, the MLA Board of Directors identifies a list of priorities which it encourages chapters to consider in setting goals.
 - c. Chapters are required to complete a Declaration of Chapter Compliance by April 1 of even numbered years. There are specific MLA membership requirements for chapter officers and committee chairs. These are outlined in the MLA Chapter Chairs' Manual. The information for this report is compiled by the NAHSL Membership Chair. The report is authorized and submitted to the MLA Headquarters by the NAHSL Chair. This questionnaire is filled out by the NAHSL Chair and submitted to MLA in June for inclusion in the MLA Directory, published annually.

Special Interest Groups (SIGs)

1. SIG defined: Special Interest Groups (SIGs) provide a forum for NAHSL members with unique interests to identify and network with others with similar interests without having to fulfill the governance requirements of an independent organization.
2. Establishment: A SIG may be established by submitting a brief "Statement of Purpose" for approval by the NAHSL board. A Statement of Purpose should include the name of the convener, the topic or issue that unites the SIG, the proposed name of the SIG, any anticipated activities of the SIG, and the names of members who have expressed interest. The board may call upon the convener to clarify or modify the statement if necessary.
3. Membership: The SIG will be comprised of current NAHSL members interested in the group's stated purpose. SIGs agree to be inclusive of all interested NAHSL members. SIGs will not charge any fees for membership.
4. Governance: The SIG does not have formal governance structure and cannot act independently of the NAHSL board. SIGs will not establish budgets, collect fees or incur expenses independent of the NAHSL board. If the group would like to be actively represented on the NAHSL board, they may request this from the NAHSL chair. The NAHSL chair will work with the SIG to appoint a liaison as a non-voting

member of the board. If the SIG is state-specific, the state representative, a voting member of the NAHSL Executive Board, acts as the SIG liaison.

4. **Benefits:** SIG members may benefit from membership in various ways: separate listserv, more extensive expertise on a specific topic or area of interest, social/professional networking.

5. **Dissolution:** The SIG may disband by notifying the NAHSL board. A SIG which has been inactive (without members) for 3 years will be considered disbanded.

Categories of NAHSL Membership

1. **Regular Membership:** Any individual who is interested in health sciences libraries and librarianship is eligible to join NAHSL. An individual does not need to reside or work within the geographical boundaries of the Chapter in order to belong to NAHSL. An individual member has one (1) vote.
2. **Student Membership:** A student currently enrolled in a graduate program in library/information science may join NAHSL. A student does not need to reside within the geographical boundaries of the Chapter in order to belong to NAHSL. A student member has one (1) vote.
3. **Emeritus/Retired Membership:** An individual who has been a member of NAHSL within the previous two (2) years may join NAHSL as an emeritus member upon their retirement. An emeritus member has one (1) vote.

Benefits of NAHSL Membership

1. Registration for NAHSL Conference and Annual Business Meeting, and CE courses at member rate.
2. Scholarships to attend NAHSL-sponsored educational programs, per established scholarship criteria.
3. Participation in NAHSL listserv.
4. Consultation with Chapter Credentialing Liaison when pursuing Academy of Health Information Professionals (AHIP) membership.

THE NAHSL EXECUTIVE BOARD

Membership

The NAHSL Executive Board shall consist of the elected officers, committee chairs, state representatives, the Credentialing Liaison, any other liaisons, and the National Network of Libraries of Medicine-New England Region (NN/LM-NER) representative.

All members of the Executive Board may vote on Executive Board matters, with the exception of the liaisons and the NN/LM-NER representative.

All members of the Executive Board of NAHSL shall be members of NAHSL and Voting Members of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

The Credentialing Liaison must also be a member of the MLA Academy of Health Information Professionals.

Selection Methods

1. Officers are elected to the Executive Board by the NAHSL membership.
2. With the exception of the Nominating Committee Chair, the NAHSL Chair shall appoint, with Executive Board approval, all committee chairs, one representative from each state within the geographic boundaries of the Chapter, and all liaisons.
3. Any NAHSL committee may have up to two co-chairs, both of whom shall be appointed by the NAHSL Chair. The position is entitled to one vote on Executive Board matters. One of the co-chairs shall be reimbursed for travel expenses to attend NAHSL Executive Board meetings.
4. The NN/LM-NER Representative to NAHSL shall be appointed by the Director of the current NN/LM-NER library.

Term of office

1. The term of office of Chair shall consist of, in succession, the first year as Chair-Elect, the second year as Chair, and the third year as Past Chair. An individual may not serve more than one successive term as Chair-Elect/Chair/ Past Chair.
2. The following positions hold three-year terms:
 - Secretary. The Secretary may not serve more than one successive term.
 - Treasurer. The Treasurer may not serve more than one successive term.
 - MLA Chapter Council Representative, with the option to serve a maximum of two terms.
 - MLA Chapter Council Alternate, with the option to serve a maximum of two terms.
 - Archives Committee Chair, with the possibility of reappointment for a second term.
 - Bylaws Chair, with the possibility of reappointment for a second term.
 - Education Committee Chair, with reappointments recommended. Chair position may rotate annually.
3. The following positions hold two-year terms:
 - Governmental Relations Committee Chair, with the possibility of reappointment for a second term.
 - Marketing Committee Chair, with the possibility of reappointment for a second term.
 - Membership Committee Chair, with the possibility of reappointment for a second term.
 - Professional Development Committee Chair, with the possibility of reappointment for a second term.
 - Technology Support Committee Chair, with the possibility of reappointment for a second term.
 - Credentialing Liaison, with the possibility of reappointment for a second term.
 - State Representatives, with the possibility of reappointment for a second term.
4. The following positions hold one-year terms:
 - Nominating Committee Chair.
 - Candidate for MLA Nominating Committee.
5. For all other positions, please refer to the specific page for details regarding term length.

Duties

1. Meets a minimum of four (4) times per year. One of these meetings may be held during the NAHSL Conference and Annual Business Meeting.
2. Conducts business and votes either at scheduled Executive Board meetings or electronically (e.g., via email), provided a quorum is reached.
3. Formulates yearly goals and objectives in keeping with NAHSL's mission and in consideration of the annual goals set by MLA.
4. Works collaboratively to carry out established goals and objectives.
5. Approves standing and ad hoc committees/task force committees as needed.
6. Determines policies and procedures for NAHSL based on recommendations of appropriate committee(s).
7. Maintains appropriate treasury funds.
8. Recommends changes in dues, and sets up mechanism through which the membership will vote on the recommendation.
9. Approves expenditures of NAHSL funds.
10. Recommends changes to the NAHSL Bylaws.
11. Reviews scholarship guidelines.
12. Approves the site of the NAHSL Conference and Annual Business Meeting based on recommendations of the Conference Committee.
13. Maintains relationships with NAHSL members, MLA, and other organizations as required.

ELECTION OF OFFICERS

Nominations

The Nominating Committee shall prepare annually a slate of nominees for the offices to be filled, and shall present it to the Executive Board. All nominations shall be completed and nominations closed for each office before voting for any office takes place.

Method of Voting

Ballots shall be distributed by the Nominating Committee to the membership at least 30 days prior to the Chapter's Annual Business Meeting. Voting shall take place electronically through a secure electronic mechanism. Completed ballots shall be received by the Nominating Committee by the date previously announced.

Determination of Result

After the election has been closed, the Nominating Committee shall determine the outcome of the election by tallying the results of the votes received. Candidates shall be declared elected upon receiving a majority of the votes cast. Where there are more than two candidates, a plurality shall elect. If the election results in a tie for the highest number of votes, a run-off election shall be held until one candidate receives the most votes.

NAHSL POSITION DESCRIPTIONS

ELECTED POSITIONS: OFFICERS

Chair-Elect

Selection Method:

Elected by NAHSL membership.

Term:

The term of office of Chair-Elect shall be one year, which is followed by one year as Chair, then one year as Past Chair. The office of Chair-Elect is the first year of a three-year commitment. An individual may not serve more than one successive term as Chair-Elect/Chair/ Past Chair.

Prerequisites:

The Chair-Elect of NAHSL must be a member of NAHSL and a voting member of the Medical Library Association (MLA), and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out chapter goals and objectives.
3. Prepares a three-year strategic plan on an annual basis in conjunction with the Chair, Treasurer, Education Chair, NNLM NER representative and other interested executive board members.
4. Solicits member input regarding chapter's strategic plan.
5. Serves as NAHSL Chair whenever the Chair is unable to do so, presiding over any meeting in the Chair's absence. Becomes NAHSL Chair if Chair is unable to complete term of office.
6. Serves as a member of the Finance Committee.
7. Prepares a report for presentation at the NAHSL Annual Business Meeting and submission to the Executive Board.
8. Approves site selection for the NAHSL Conference and Annual Business Meeting.
9. Posts pertinent correspondence, minutes, and reports to libguides, blog, listserv, etc., with assistance from the NAHSL Technology Support Committee as needed.
10. Arranges a smooth transition to the following Chair-Elect.

ELECTED POSITIONS: OFFICERS

Chair

Selection Method:

Elected by NAHSL membership.

Term:

The term of office of Chair shall be one year, which is preceded by one year as Chair-Elect and followed by one year as Past Chair. The office of Chair is the second year of a three-year commitment. An individual may not serve more than one successive term as Chair-Elect/Chair/ Past Chair.

Prerequisites:

The Chair of NAHSL must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Attends orientation session for new chapter chairs at the MLA Annual Business Meeting preceding the term of office.
2. Attends and presides over all meetings of NAHSL membership and NAHSL Executive Board.
3. Collaborates with the Secretary to schedule meetings, prepare agendas, and send out meeting notices for Executive Board meetings and the NAHSL membership Annual Business Meeting.
4. Ensures that the Executive Board responsibilities are carried out as listed under the Executive Board section of this handbook.
5. Appoints committee chairs with the approval of the Executive Board.
6. Submits report of the NAHSL Chapter's annual goals and objectives to MLA within one month after the Annual Business Meeting.
7. Submits information and reports to MLA as outlined in the Chapter Responsibilities of this handbook.
8. Acts as liaison between the Executive Board and the State Representatives and/or state chairs and between the Executive Board and NAHSL committees.
9. Serves as ex-officio member of the Conference Committee, the Finance Committee, and the Professional Development Committee.
10. Conveys expressed NAHSL member needs and interests to the Executive Board; keeps NAHSL membership apprised of Executive Board decisions and NAHSL activities.
11. Serves as primary NAHSL Chapter representative to MLA, state groups, and other organizations or businesses.
12. Supplies NAHSL Chapter information for MLA directory and other information as requested by MLA.
13. Orients the Chair-Elect to the duties of the Chair.
14. Prepares and presents an Annual Report to NAHSL membership at the Annual Business Meeting.
15. Submits the NAHSL Annual Report to MLA.
16. Posts pertinent correspondence, minutes, and reports to libguides, blog, listserv, etc., with assistance from the NAHSL Technology Support Committee as needed.
17. Arranges a smooth transition to the following Chair.

ELECTED POSITIONS: OFFICERS

Past Chair

Selection Method:

Elected by NAHSL membership.

Term:

The term of office of Past Chair shall be one year, which was preceded by one year as Chair, and before that, by one year as Chair-Elect. The office of Past Chair is the third year of a three-year commitment. An individual may not serve more than one successive term as Chair-Elect/Chair/ Past Chair.

Prerequisites:

The Past Chair of NAHSL must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out chapter goals and objectives.
3. Serves as Chair whenever the Chair or Chair-Elect are unable to do so, presiding over any meeting in their absence.
4. Submits a budget to the Executive Board for such items as a plaque for the NAHSL Achievement Award winner and any award winner honorarium.
5. Serves as Chair of the Nominating Committee.
6. Serves as a member of the Professional Development Committee.
7. Solicits NAHSL Achievement Award nominations & recommends awardee(s) to Executive Board.
8. Presents NAHSL Achievement Award at NAHSL Conference and Annual Business Meeting.
9. Prepares and submits midyear report to MLA.
10. Posts pertinent correspondence, minutes, and reports to libguides, blog, listserv, etc., with assistance from the NAHSL Technology Support Committee as needed.
11. Submits an annual report to the Executive Board.
12. Arranges smooth transition to next Past Chair.

ELECTED POSITIONS: OFFICERS

Secretary

Selection Method:

Elected by NAHSL membership.

Term:

Three years. An individual may not serve more than one successive term as Secretary.

Prerequisites:

The Secretary of NAHSL must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out Chapter goals and objectives.
3. Submits an annual budget for this position to the NAHSL Executive Board.
4. Works closely with the Chair to ensure appropriate agenda topics.
5. Takes minutes of all NAHSL meetings and distributes to the Executive Board within a week.
6. Maintains an organized record of NAHSL minutes, Chapter correspondence, and other pertinent materials.
7. Communicates Chapter business and activities to the NAHSL membership through minutes, website postings, and other appropriate means.
8. Maintains a current listing on the NAHSL website of the names and terms of office of all Executive Board members and Committee members.
9. Communicates with the Professional Development Chair to assure accurate posting of scholarship awardees.
10. Posts timely and accurate NAHSL meeting minutes, Executive Board Member Listing, other documents, decisions, awards and appointments, with assistance from Archives, Technology Support, etc., as needed.
11. Orders and distributes NAHSL stationery.
12. Prepares and submits an annual report to the NAHSL Executive Board.
13. Sends minutes, pertinent correspondence, and reports to the NAHSL Archivist to assure preservation of NAHSL records.
14. Arranges for a smooth transition to the next Secretary.

ELECTED POSITIONS: OFFICERS

Treasurer

Selection Method:

Elected by NAHSL membership.

Term:

Three years. An individual may not serve more than one successive term as Treasurer.

Prerequisites:

The Treasurer of NAHSL must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out NAHSL goals and objectives.
3. Submits an annual budget for this position to the NAHSL Executive Board
4. Presents a budget to the Executive Board for the coming year for organizational activities. The budget year is Jan 01 – Dec 31.
5. Reports status of treasury at Executive Board meetings and Annual Business Meeting.
6. Serves as Chair of Finance Committee; manages all financial matters of NAHSL.
7. Serves as ex-officio member of the Conference Committee.
8. Serves on the Professional Development committee.
9. Monitors the NAHSL budget and advises the Executive Board on all financial decisions.
10. Prepares appropriate budget analyses for the Executive Board.
11. Maintains the Chapter's bank account(s), including the NAHSL credit card if applicable, and controls cashbooks and check register.
12. Documents the receipt and disbursement of NAHSL monies.
13. Reports income and expenses from all NAHSL meetings to the Executive Board.
14. Files necessary forms and tax returns relating to NAHSL incorporation and tax exempt status.
15. Prepares documentation for filing of annual tax return.
16. Maintains the NAHSL PayPal account, and transfers funds received into it to the NAHSL bank accounts.
17. Sends pertinent correspondence, minutes, reports, and fiscal records annually to the NAHSL Archivist, indicating appropriate retention periods.
18. Prepares and submits an annual report to the Executive Board.
19. Arranges a smooth transition to the following Treasurer.

ELECTED POSITIONS: OFFICERS

MLA Representative to the Chapter Council

Selection Method:

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

Term:

Three years, although the Board may choose to increase or reduce the standard term when filling an unanticipated vacancy. Ideally, the Alternate is chosen with the intention of moving up to the Representative position. An individual may not serve more than two successive terms as MLA Chapter Council Representative.

Prerequisites:

The MLA Representative to the Chapter Council must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Reimbursement:

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

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out NAHSL goals and objectives.
3. Sends pertinent correspondence and records to the NAHSL Archivist.
4. Arranges a smooth transition to the next MLA Chapter Council Representative.
5. In addition:

The following is excerpted from the Medical Library Association Chapter Council Procedure Manual, Part 2.2, last revised June 2009:

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

The Chapter Council Representative:

- *Attends all Chapter Council meetings and represents his/her chapter.*
- *Votes on issues presented to the Council including the recognition of new chapters, candidates for MLA Nominating Committee and the election of a Chapter Council Chair, who serves on the MLA Board of Directors.*
- *Participates in Chapter Council deliberations and responds on behalf of his/her chapter to matters which affect it.*
- *Addresses chapter concerns to the Council and potentially, through the Council Chair, to the MLA board. The Representative also carries issues to the chapter from the Council to obtain membership response.*

- *Implements Council decisions, and gathers information as requested.*
- *Serves on at least one standing or ad hoc committee and may, if appointed, serve as Chair of a Chapter Council Committee.*
- *Submits annual and midyear reports by the assigned date to the Council Chair.*
- *Ensures the selection of a Nominating Committee nominee from his/her chapter and submits a biographical form to the elections committee by the assigned date.*
- *Assures election of new Representatives and Alternates.*
- *Informs chapter officers about MLA Archives Guidelines (Appendix XIII) and provides feedback to Chapter Council.*
- *Keeps his/her Chapter officers informed of all significant business and events emanating from the Chapter Council. The Representative's report is a regular agenda item at chapter meetings.*
- *Solicits comments and suggestions from chapter officers and members.*
- *Submits copy for a Chapter Column in the MLA News by the assigned date.*
- *May be a board member of the chapter he/she represents.*
- *Keeps Alternate fully informed of all Chapter Council activities. The above responsibilities may be shared with or assigned to the Alternate.*
- *Subscribes to the Chapter Council Listserv – MLA-chapter through <http://mlahq.org/mailman/listinfo/mla-chapter>*
- *Regularly monitors the Chapter Council discussions on the Council Listserv and promptly responds to requests.*

ELECTED POSITIONS: OFFICERS

MLA Alternate Representative to the Chapter Council

Selection Method:

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

Term:

Three years, although the Board may choose to increase or reduce the standard term when filling an unanticipated vacancy. Ideally, the Alternate is chosen with the intention of moving up to the Representative position. An individual may not serve more than two successive terms as MLA Chapter Council Alternate Representative.

Prerequisites:

The MLA Alternate Representative to the Chapter Council must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Reimbursement:

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

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out NAHSL goals and objectives.
3. Sends pertinent correspondence and records to the NAHSL Archivist.
4. Arranges a smooth transition to the next MLA Chapter Council Alternate Representative.
5. In addition:

The following is excerpted from the Medical Library Association Chapter Council Procedure Manual, Part 2.3, last revised June 2009, accessed 03/10/15:

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

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

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

- *May be appointed Secretary to the Council.*
- *May be appointed to and chair Council Committees and/or subcommittees.*
- *May serve as a board member of the chapter.*
- *NOTE: Alternate should receive the same number of credits/points as Representative in MLA Credentialing Program.*
- *Subscribes to the Chapter Council Listserv – MLA-chapter through <http://mlahq.org/mailman/listinfo/mla-chapter>*
- *Regularly monitors the Chapter Council discussions on the Council Listserv and promptly responds to requests.*

ELECTED POSITIONS: OTHER

Candidate for MLA Nominating Committee

Selection Method:

Elected by NAHSL membership.

Term:

One year.

Prerequisites:

The Candidate for MLA Nominating Committee must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Represents NAHSL in MLA Chapter Council candidate selection process for the MLA Nominating Committee.
2. If selected by the MLA Chapter Council, serves as candidate on the national MLA ballot for election to the MLA Nominating Committee.
3. The Candidate for MLA Nominating Committee is not considered an elected officer, and is not a member of the NAHSL Executive Board. If not elected to the MLA Nominating Committee, this individual has no further duties.

APPOINTED POSITIONS: STANDING COMMITTEE CHAIRS

Archives Committee Chair

Committee Composition:

Chair and one or more members of NAHSL.

Selection Method:

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

Term:

Three years, with the possibility of reappointment for a second term.

Prerequisites:

The Chair of all standing committees of NAHSL must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out NAHSL goals and objectives.
3. Submits an annual budget for this committee to the Executive Board.
4. Plans, schedules, and presides over Archives Committee meetings as needed.
5. Receives all documents generated by the NAHSL organization.
6. Seeks approval from Executive Board for overall archival development and maintenance.
7. Evaluates all materials received and decides appropriateness of placement in the archives.
8. Assures adequate preservation actions (e.g. removal of paper clips, staples etc.).
9. Organizes documents and prepares them for storage (both on and off site).
10. Publicizes the importance of archives and the need for various types of materials.
11. Establishes policies and procedures for maintenance, weeding, and storage of archival materials.
12. Reviews the archival collection on a regular basis.
13. Retrieves documents on request for the NAHSL Executive Board, MLA (including the MLA Chapter Council), and others as appropriate.
14. Provides reference service on request for the NAHSL Executive Board, MLA (including the MLA Chapter Council), and others as appropriate.
15. Works with the Marketing Committee and other Executive Board members to update the Chapter history, "Who's Who in NAHSL," and "Awards and Projects" online.
16. Obtains annually the following items to be held for permanent record retention:
 - a. Bylaws
 - b. Membership directory
 - c. Executive Board meeting minutes
 - d. Financial reports
 - e. Newsletters
 - f. Official correspondence (Email is not official correspondence)
 - g. Mailings (including flyers, program announcements, registration forms, etc.) Chapter project materials
 - h. Print copies of documents posted on the NAHSL website
 - i. Memorabilia (photos, hats, bags, t-shirts, etc.)

- j. Three complete packets from the Annual Business Meeting (including lists of attendees and meeting committee members with their affiliations) (Sends one of the three packets to the MLA Chapter Council.)
- 17. Maintains electronic record to ensure past meeting minutes, reports, leadership lists, historical documents, etc. are easily available to NAHSL members.
- 18. Sends Chapter history updates to MLA.
- 19. Submits an annual report to the NAHSL Executive Board.
- 20. Arranges a smooth transition to the next Archives Committee Chair

APPOINTED POSITIONS: STANDING COMMITTEE CHAIRS

Bylaws Committee Chair

Committee Composition:

Chair and one or more members of NAHSL.

Selection Method:

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

Term:

Three years, with two years as Chair and a third additional year serving as committee member to assist the new Chair and provide continuity, with the possibility of reappointment for a second term.

Prerequisites:

The Chair of all standing committees of NAHSL must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out NAHSL goals and objectives.
3. Submits an annual budget for this committee to the Executive Board.
4. Plans, schedules, and presides over Bylaws Committee meetings as needed.
5. Reviews the Bylaws annually and recommends to the Executive Board any changes needed.
6. Accepts suggestions from the Executive Board and the membership for proposed changes to the Bylaws.
7. Formulates those changes in accordance with the MLA Bylaws, the MLA Model Bylaws for Chapters, and Robert's Rules of Order Newly Revised. Presents formulated changes for Executive Board approval.
8. Announces proposed Bylaws revisions/amendments to the NAHSL membership at least thirty (30) days prior to the vote being taken.
9. Presents the revisions/amendments to the membership for adoption, following the procedure established by MLA. (See Chapter Chair's Manual)
10. Reviews the NAHSL Executive Board Handbook annually for any organizational changes and for conformity with the Bylaws, and recommends to the Executive Board any changes needed.
11. Accepts suggestions from the Executive Board and the membership for proposed changes to the NAHSL Executive Board Handbook.
12. Maintains an accurate copy of the current version of the Bylaws and the Executive Board Handbook.
13. Posts electronic versions of NAHSL Bylaws and the NAHSL Executive Board Handbook for access by NAHSL members.
14. Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.
15. Submits an annual report to the Executive Board.
16. Arranges a smooth transition to the next Bylaws Committee Chair.

APPOINTED POSITIONS: STANDING COMMITTEE CHAIRS

Conference Committee Chair

Committee Composition:

Two years prior to the annual conference, a Conference Committee shall be organized and shall consist of the Conference Chair, the NAHSL Education Committee member, a Program Chair, and a Hospitality Chair. The Committee includes a Deputy Chair, selected in cooperation with the NAHSL Chair, who will attend Conference Committee meetings and step in if the Conference Committee Chair cannot complete their term or encounters other difficulties (appointed by the Conference Chair and approved by the Executive Board), and three ex-officio members as follows: the NAHSL Chair, the NAHSL Treasurer, and the NAHSL Education Chair. Other members of the Conference Committee may be appointed as needed by the Conference Chair.

Selection Method:

The Conference Chair is appointed by the NAHSL Chair, as Chair of the Nominating Committee. Committee members are selected by virtue of their respective offices and by appointment of the Conference Chair.

Term:

The Conference Committee members serve a term of two years.

Prerequisites:

The Conference Chair must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Upon appointment, signs and adheres to Memorandum of Understanding, which outlines the responsibilities of NAHSL, represented by the Executive Board, and the Conference Chair and Committee. The Memorandum of Understanding can be found on the conference planning LibGuide at <https://nahsl.libguides.com/c.php?g=774707&p=6202255>.
2. Attends all NAHSL meetings, general and executive.
3. Serves as Chair of the Conference Committee for the NAHSL Conference and Annual Business Meeting.
4. Schedules, prepares agenda for, and presides over Conference Committee meetings.
5. Coordinates with the NAHSL Executive Board and the Conference Program Committee in setting the theme for the Annual Business Meeting.
6. Meets as needed to develop theme ideas and approve site selection.
7. Develops the conference budget in collaboration with the Treasurer.
8. Establishes a time line for Conference planning activities, and oversees the planning process.
9. Orients new Conference Committee members and clearly articulates assigned tasks and goals for each Conference subcommittee.
10. Establishes clear methods of communication and document gathering, using NAHSL accounts for Slack, SurveyMonkey, Google Drive, or other software accounts instead of using personal accounts.
11. Receives reports from the Conference subcommittees to put together a well-planned Conference.

12. Coordinates with the NAHSL Finance Committee and the Executive Board to develop the fiscal philosophy to guide pricing decisions.
13. Serves as a member of the Finance Committee.
14. Works with the NAHSL Treasurer to achieve timely income and expense transactions.
15. Disseminates conference information.
16. Receives report from the Education committee.
17. Posts pertinent correspondence, minutes, and reports, as needed.
18. Submits an annual report to the Executive Board.
- 19.. Arranges a smooth transition to the following Conference Committee Chair, and documents lessons learned and tacit knowledge in the conference planning libguide.

APPOINTED POSITIONS: STANDING COMMITTEE CHAIRS

Education Committee Chair

Committee Composition:

Chair, Chair-Elect, a Conference Education Coordinator from the current year's Conference host state, and one or more members of NAHSL. A member from each state in the Chapter is desirable, and each member must hold a Master's degree in library/information science.

Selection Method:

Chair-Elect is appointed by the NAHSL Chair; committee members are appointed by the Committee Chair.

Term:

All members serve a three-year term with reappointments recommended. Chair position may rotate annually.

Prerequisites:

The Chair of all standing committees of NAHSL must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out NAHSL goals and objectives.
3. Submits an annual budget for this committee to the Executive Board. Funds, not to exceed \$1000, from the Education Committee budget may be used to cover a portion of expenses for the Committee chair or another Education Committee member to attend the MLA annual conference for the purpose of gaining information about emerging CE topics and instructors and representing NAHSL at the MLA CE Chapter Chairs meeting.
4. Plans, schedules and presides over Education Committee meetings.
5. Selects, plans, sponsors and evaluates courses for the NAHSL Conference and Annual Business Meeting, and any additional course offerings.
6. Works with the Conference Education Coordinator, who is responsible for overall coordination of the continuing education programs for the NAHSL Conference and Annual Business Meeting, and serves as an ex-officio member of the Conference Committee.
7. Coordinates MLA webcasts for the region.
8. Promotes cooperation among states and library groups in providing educational opportunities.
9. Works with the NAHSL Technology Support Committee, the NAHSL Marketing Committee, and the State Representatives to promote information on educational offerings in the region.
10. Conducts periodic surveys of the NAHSL membership for assessment of educational needs.
11. Reviews educational issues from state and regional forums, and provides recommendations to the Executive Board.
12. Works with Treasurer to conduct timely financial transactions.
13. Participates in the planning sessions for the NAHSL Conference and Annual Business Meeting.
14. Works with Education Committee Chair-Elect, who also serves as ex-officio member of the Conference Committee.
15. Reviews Education Committee procedures and policies document, housed on the internal committee page. (where is this?), and revises as needed.

16. Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.
17. Submits an annual report to the Executive Board.
18. Arranges a smooth transition to the next Education Committee Chair.

APPOINTED POSITIONS: STANDING COMMITTEE CHAIRS

Finance Committee Chair

Committee Composition:

The NAHSL Treasurer is the Chair of this committee. Committee members include the NAHSL Chair, NAHSL Chair-Elect, immediate past Treasurer and two representatives-at-large.

Selection Method:

Officers are elected by NAHSL membership. Representatives-at-large are appointed by the Treasurer.

Term:

Member officers will serve the duration of their offices. Terms of the Representatives-at-large will parallel the term of the NAHSL Treasurer.

Prerequisites:

The Chair of all standing committees of NAHSL must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Performs all Treasurer duties. (See Officers section of this handbook.)
2. Plans, schedules, and presides over Finance Committee meetings as needed.
3. Consults with Finance Committee regarding investments of treasury funds.
4. As needed, seeks input from the Finance Committee.

APPOINTED POSITIONS: STANDING COMMITTEE CHAIRS

Governmental Relations Committee Chair

Committee Composition:

Chair and one or more members of NAHSL.

Selection Method:

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

Term:

Chair and all members serve two years, with a possibility of reappointment for a second two-year term.

Prerequisites:

The Chair of all standing committees of NAHSL must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out NAHSL goals and objectives.
3. Submits an annual budget for this committee to the Executive Board.
4. Plans, schedules, and presides over Governmental Relations Committee meetings.
5. Supports the goals and objectives of the MLA Governmental Relations Committee by serving as a conduit for communication between NAHSL and MLA.
6. Monitors existing and pending legislation and the implementation of public laws and actions by state/federal executive departments as reflected in proposed and existing regulations.
7. Assists in developing and promulgating a consistent NAHSL/MLA position on governmental information policy issues and governmental actions, particularly those relative to medical libraries and librarianship.
8. Coordinates membership actions in this effort by organizing their responses and activities.
9. Accepts membership input regarding governmental information policy issues.
10. Serves as liaison with the ALA Washington office, with NLM officials, and with other library and information associations and organizations which support similar goals.
11. Responds to MLA Action Alerts.
12. Notifies appropriate NAHSL members of MLA Action Alerts and provides support for response efforts.
13. Serves as a non-voting member on the MLA Governmental Relations Committee for a two-year term.
14. Disseminates Governmental Relations Committee information electronically to members.
15. Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.
16. Submits an annual report to the Executive Board.
17. Arranges a smooth transition to the next Governmental Relations Committee Chair.

APPOINTED POSITIONS: STANDING COMMITTEE CHAIRS

Marketing Committee Chair

Committee Composition:

Chair and four or more members of NAHSL.

Selection Method:

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

Term:

Chair and all members serve two years, with a possibility of reappointment for a second two-year term.

Prerequisites:

The Chair of all standing committees of NAHSL must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out NAHSL goals and objectives.
3. Submits an annual budget for this committee to the Executive Board.
4. Plans, schedules, and presides over Marketing Committee meetings.
5. Works with Executive Board to plan, develop, and carry out NAHSL marketing activities.
6. Assists NAHSL members in marketing health sciences libraries and health sciences librarians to library clients and to key decision makers.
7. Acts as chair to each Conference sub-committee PR representative by maintaining and updating publicity contact information.
8. Actively markets NAHSL Conference and Annual Business Meeting, continuing education, and general benefits to various targeted medical and non-medical library groups.
9. Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.
10. Submits an annual report to the Executive Board.
11. Arranges a smooth transition to the next Marketing Committee Chair.

APPOINTED POSITIONS: STANDING COMMITTEE CHAIRS

Membership Committee Chair

Committee Composition:

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

Selection Method:

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

Term:

Chair and all members serve two years, with a possibility of reappointment for a second two-year term.

Prerequisites:

The Chair of all standing committees of NAHSL must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out NAHSL goals and objectives.
3. Submits an annual budget for this committee to the Executive Board.
4. Plans, schedules, and presides over Membership Committee meetings.
5. Promotes membership in the Chapter by recruiting new members, coordinating and maintaining membership data, and providing a liaison with the National (MLA) Membership Committee.
6. Leads recruitment activities, including preparation and distribution of recruitment information in the form of a membership brochure or flyer to members and nonmembers.
7. Works with state and regional groups to identify new health sciences librarians in the Chapter area and to maintain a link with graduate library programs.
8. Welcomes new members.
9. Receives annual membership applications and dues.
10. Follows up on non-renewals.
11. Works with Treasurer to achieve timely forwarding of dues for deposit.
12. Maintains a current, automated, easily-reproducible list of members and shares with the Education Committee, the Conference Committee, and others as needed.
13. Maintains a current, automated, easily-reproducible expanded mailing list and shares with the Education Committee, the Conference Committee, and others as needed.
14. Maintains current automated member list and mailing list and has available in easily reproducible form for NAHSL Committees for mailing labels as needed.
15. Works with the MLA Chapter Council Representative and compiles and prepares membership statistics for Chapter and MLA compliance requirements.
16. Solicits opinions and determines needs of Chapter members regarding NAHSL and MLA membership.
17. Represents Chapter views at National Committee meetings.
18. Obtains from MLA the list of MLA members in the Chapter.
19. Annually verifies MLA membership status for NAHSL positions requiring MLA membership.
20. In January, verifies that a list of all paid members for the previous year will be moved to the e-archives for future reference. Then clears member designation from all names in the database and reapplies designations when dues are received for the current year.

15. By April 15, supplies a listing of all paid members to the Professional Development Coordinator for use in determination of scholarship eligibility and member rates.
16. Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.
17. Submits an annual report to the Executive Board.
18. Arranges a smooth transition to the next Membership Committee Chair.

APPOINTED POSITIONS: STANDING COMMITTEE CHAIRS

Nominating Committee Chair

Committee Composition:

Chair and two members of NAHSL.

Selection Method:

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

Term:

One year.

Prerequisites:

The Chair of all standing committees of NAHSL must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Performs all Past Chair duties. (See Officers section of this handbook.)
2. Plans, schedules, and presides over Nominating Committee meetings.
3. Receives communications from Chapter membership regarding suitable nominees.
4. With the rest of the Nominating Committee, selects one or more nominees for the positions of Conference Chair-Elect, which rotates each year among the Chapter geographic areas; a candidate for the MLA Nominating Committee; and, as required for the year, one or more nominees each for the offices of Secretary, Treasurer, MLA Chapter Council Representative, and Alternate MLA Chapter Council Representative.
5. Reports the names of the nominee(s) to the Executive Board prior to the NAHSL Annual Business Meeting.
6. Distributes ballots to the membership via the NAHSL listserv at least 30 days prior to the Chapter's Annual Business Meeting. Sets up secure mechanism for electronic voting to take place.
7. Determines the outcome of the election by tallying the results of the votes received. If there is a tie, the Nominating Committee shall conduct a run-off election.
8. Submits an annual report to the Executive Board.
9. Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.

APPOINTED POSITIONS: STANDING COMMITTEE CHAIRS

Professional Development Committee Chair

Committee Composition:

Committee Chair, NAHSL Chair, Past NAHSL Chair, NAHSL Treasurer, Membership Chair, Education Chair, and NAHSL member-at-large.

Selection Method:

Committee Chair is appointed by the NAHSL Chair. NAHSL member-at-large is appointed by the Committee Chair.

Term:

Committee chair and member-at-large serve two years, with a possibility of reappointment for a second two-year term.

Prerequisites:

The Chair of all standing committees of NAHSL must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out NAHSL goals and objectives.
3. Submits an annual budget for this committee to the Executive Board.
4. Plans, schedules, and presides over Professional Development Committee meetings
5. Updates Professional Development application form and criteria.
6. Maintains current Professional Development form(s) and criteria in electronic format.
7. Accepts award requests from Chapter membership.
 - a) Contacts all applicants to acknowledge receipt of applications.
 - b) Verifies NAHSL membership of all applicants via NAHSL website or with NAHSL Membership Chair.
 - c) Verifies with the NAHSL Treasurer the amount of funds available.
8. Works with the Committee to evaluate applications according to the following criteria:
 - a. Applicant maintains current membership in NAHSL
 - b. Applicant requests an amount within monetary limit for awards that year
 - c. Applicant submits application such that it is received at least 4 weeks prior to the conference registration deadline
 - d. Applicant seeks only reimbursement for conference registration or reimbursement for education courses
 - e. Applicant is a new member of NAHSL (3 points)
 - f. Applicant has received NAHSL award in last two years (-1 point)
 - g. Applicant is/was member of local, state, regional, or national committee (1 point for each committee)
 - h. Applicant receives institutional support (1 point)
 - i. Applicant submits a worthy statement of purpose (3 points)
 - j. Number of applications received from one institution to be considered, all other factors being equal

- k. Equitable geographic disbursement and representation to be considered, all other factors being equal
- 9. Notifies each applicant in writing of the result of the application evaluation, encouraging applicants whose applications were denied to reapply in the future.
- 10. Contacts awardees in writing, notifying them of the Professional Development Award amount and the procedure to follow to take possession of the awarded funds.
- 11. Manages the Jay Daly Grant
 - a) Creates committee for reviewing grant applications, which includes a member of the Technology Support Committee.
 - b) Responsible for choosing grant winners and funding amount.
 - c) Works with treasurer for distribution.
 - d) Works with marketing to promote grant.
- 12. Maintains copies of all correspondence and forms pertaining to award requests, including original requests/applications and award and/or denial letters, for three years.
- 13. Sends copies of all awards to Membership Chair and Treasurer after blogpost is received.
- 14. Reports the amount of professional development fund requests/awards to the Executive Board on an ongoing basis.
- 15. Reports awards at the NAHSL Annual Business Meeting.
- 16. Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.
- 17. Submits an annual report to the Executive Board.
- 18. Arranges a smooth transition to the next Professional Development Committee Chair.

APPOINTED POSITIONS: STANDING COMMITTEE CHAIRS

Technology Support Committee Chair

Committee Composition:

Chair and one or more members of NAHSL.

Selection Method:

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

Term:

The Chair is appointed for two years, with the possibility of reappointment for a second two-year term. Members are appointed for one year with reappointments recommended. An effort should be made to stagger the appointments so a new committee is not formed all at once.

Prerequisites:

The Chair of all standing committees of NAHSL must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out NAHSL goals and objectives.
3. Submits a budget for this committee to the Executive Board.
4. Plans, schedules, and presides over Technology Support Committee meetings.
5. Works with NAHSL Committee Chairs to enhance timely electronic communications through the NAHSL website, listserv(s), blog, and other methods of digital communication.
6. Presents recommendations to the NAHSL Executive Board and acts on the Board's decisions in matters relevant to ongoing chapter automation activities.
7. Provides a committee member to serve on the Jay Daly Technology Grant Review Committee.
8. Provides one or more committee members to assist Membership in maintaining current member database.
9. Serves as a contact for NAHSL.org domain (along with Treasurer). This cost is included in the committee budget.
10. Maintains the platforms for NAHSL communication, including Listserv, libguide, blog, etc.
11. Submits an annual report to the Executive Board.
12. Arranges a smooth transition to the next Technology Support Committee Chair.

APPOINTED POSITIONS: OTHER

Benchmarking Chapter Liaison

Selection Method:

Appointed by NAHSL Chair.

Term:

An initial three-year term, with re-evaluation of the position at the beginning of each year thereafter.

Prerequisites:

The Benchmarking Chapter Liaison must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter. Must have a familiarity with the MLA benchmarking survey process. The Benchmarking Chapter Liaison is a non-voting member of the NAHSL Executive Board.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out NAHSL goals and objectives.
3. Proactively communicates with Chapter members.
4. Serves as the Chapter authority on the MLA Benchmarking Network.
5. Attends training sessions at MLA annual meetings as scheduled and necessary.
6. Arranges informational sessions at Chapter meetings to discuss the MLA Benchmarking Network and to encourage participation.
7. Writes regular benchmarking updates for Chapters newsletters and/or communicates via Chapter discussion lists.
8. Receives regular updates from the MLA Benchmarking Network Editorial Board concerning progress on the MLA Benchmarking Network.
9. Receives regular updates from MLA Headquarters on participation levels in the Network data collection efforts.
10. Actively communicates with other Benchmarking Chapter Liaisons through the Benchmarking Chapter Liaison discussion list regarding results from Chapter sessions and other benchmarking topics.
11. Sends pertinent correspondence and reports to the NAHSL Archivist.
12. Submits an annual report to the Executive Board.
13. Arranges a smooth transition to the next Benchmarking Chapter Liaison, if applicable.

APPOINTED POSITIONS: OTHER

Credentialing Liaison

Selection Method:

Appointed by NAHSL Chair.

Term:

Two years, with the possibility of reappointment for a second term.

Prerequisites:

The Credentialing Liaison must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter. Must also be an ongoing member of the MLA Academy of Health Information Professionals (AHIP) at the level of Member, Senior Member, or Distinguished Member. The Credentialing Liaison is a non-voting member of the NAHSL Executive Board.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out NAHSL goals and objectives.
3. Assists NAHSL members through the Academy of Health Information Professionals (AHIP) credentialing process.
4. Promotes AHIP membership to members of NAHSL.
5. Informs NAHSL of concerns and changes in the credentialing process.
6. Informs MLA Credentialing Committee of NAHSL member concerns regarding credentialing.
7. Communicates with the MLA Chapter Council as appropriate regarding credentialing.
8. Sends pertinent correspondence and reports to the NAHSL Archivist.
9. Submits an annual report to the Executive Board.
10. Arranges a smooth transition to the next Credentialing Liaison.

APPOINTED POSITIONS: OTHER

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

Selection Method:

Appointed by the Director of the NN/LM-NER library, with the approval of the NAHSL Chair.

Term:

Evaluated annually by the Director of the NN/LM-NER library.

Prerequisites:

The NN/LM-NER Representative must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter. Must also be a current member of the NN/LM-NER staff. The NN/LM-NER Representative is a non-voting member of the NAHSL Executive Board.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out NAHSL goals and objectives.
3. Reports on current NN/LM-NER activities
4. Provides feedback to NN/LM-NER staff on comments and concerns of the NAHSL Executive Board.
5. Sends pertinent correspondents and reports to the NAHSL Archivist.
6. Submits an annual report to the Executive Board.
7. Arranges a smooth transition to the next to the next Representative.

APPOINTED POSITIONS: OTHER

State Representative to Executive Board

Selection Method:

The NAHSL Chair shall appoint one representative for each state within the geographic boundaries of the Chapter.

Term:

Two years, with the possibility of reappointment for a second two-year term.

Prerequisites:

The State Representative must be a member of NAHSL and a voting member of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Advises and assists in setting and carrying out NAHSL goals and objectives.
3. Reports to the NAHSL Executive Board the current activities, decisions, projects, interests, concerns, and plans of the NAHSL members in the state which they are representing.
4. Recruits new members by contacting new health science librarians, as well as potential members from libraries that focus on health sciences among other disciplines, such as public or academic libraries in the state which they are representing.
5. Posts news items electronically as appropriate.
6. Facilitates dissemination of information between the NAHSL Executive Board and NAHSL members in that state.
7. Reports current activities of NAHSL to NAHSL members in that state.
8. Sends pertinent correspondence and reports to the NAHSL Archivist.
9. Submits an annual report to the Executive Board.
10. Arranges a smooth transition to the next State Representative.