



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

Executive Board Handbook

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Recent Bylaws Chairs:
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NAHSL Executive Board Handbook

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*The terms "voting member" or "ongoing member" as used in this handbook refer to required ongoing voting and/or membership status throughout a term of office. If a prerequisite is no longer met, the Executive Board must decide whether to allow completion of the term or to name a replacement.

NAHSL Executive Board Handbook

INTRODUCTION

This handbook exists to supplement and elaborate on the NAHSL Chapter Bylaws and to aid the NAHSL Executive Board in planning and managing Chapter programs and services

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

RIGHTS AND PRIVILEGES OF NAHSL MEMBERSHIP

1. Annual conference and CE registration at member rate per established membership criteria.
2. Scholarships to attend NAHSL-sponsored educational programs per established scholarship criteria.
3. Participate in NAHSL listserv.
4. Consultation with Chapter Credentialing Liaison when pursuing AHIP membership.

THE NAHSL EXECUTIVE BOARD

Composition

The NAHSL Executive Board comprises the officers, committee chairs, one representative from each state in NAHSL's geographic area, liaisons, and other appointed representatives as described in this handbook or as needed.

The Chair presides over all meetings of the Executive Board. In the absence of the Chair, presiding authority transfers to the Chair-Elect, then to the Past Chair.

Appointment methods

Officers are elected to the Executive Board by the NAHSL membership. Committee chairs, the Credentialing Liaison, any other liaisons, and other appointed-as-needed representatives are appointed by the NAHSL Chair with Executive Board approval. State Representatives are appointed by the major health sciences library organization in each state. The RML Representative is appointed by the RML Director.

All elected officers, committee chairs, and NAHSL Chair-appointed representatives must be both NAHSL members and MLA members. State Representatives must be members of NAHSL. The Credentialing Liaison must be a member of NAHSL, MLA, and the Academy of Health Information Professionals.

Term

See specific position for details. However, the following positions hold three-year terms: Secretary, Treasurer, MLA Chapter Council Representative, MLA Chapter Council Alternate, Archives Committee Chair, Bylaws Chair (Two years as Chair, followed by one year as Committee member) and Education Committee Chair. The following positions hold two-year terms: Electronic Communications Committee Chair, Government Relations Committee Chair, Marketing Committee Chair, Membership Committee Chair, Professional Development Committee Chair, and Credentialing Liaison.

Prerequisites

Per Bylaws Article III Membership, Section 2 Rights and Privileges: *"All members of the Executive Board of this Chapter, including but not limited to officer, committee chairs and state representatives, shall be Voting Members* of the MLA and shall live or work in the area contained within the geographic boundaries of the Chapter."*

Duties

1. Meets a minimum of four (4) times per year, one meeting being held during the NAHSL membership Conference and Annual Business Meeting.
2. Conducts business and votes either at scheduled Executive Board meetings or electronically (eg., 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.

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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 notifies members prior to the Annual Business Meeting, at which members will vote on the recommendation.
9. Approves expenditures of NAHSL funds.
10. Recommends bylaws changes as needed.
11. Reviews scholarship guidelines.
12. Approves the site of the Annual Business Meeting, based on recommendations of the Conference Committee.
13. Maintains relationships with NAHSL members, MLA, and other organizations as required.

ELECTIONS

Nominations

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

Method of Voting

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

Determination of Result

The officers shall be elected by plurality vote of the voting members* present at the Annual Business Meeting. However, if and as soon as one of the nominees receives a majority vote, the Chair declares that person elected, and no votes are taken on the remaining nominees. If the Chair is in doubt on a voice vote or show of hands, a rising vote with a count may be taken. The Chair shall take the count and, in addition, shall either direct the Secretary to take an independent count, or appoint tellers to take the count. The count shall be taken by having those in affirmative rise and stand until counted, then having those in negative do the same.

NAHSL AND THE MEDICAL LIBRARY ASSOCIATION

Context

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.

Chapter Benefits

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/recommendations to the chapters.

2. MLA Nominating Committee Nominee. 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.

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3. Governmental Relations Committee. The NAHSL's Governmental Relations Chair is also a member of the national 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.

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

2. Submittals.

a. The NAHSL Chair submits written annual and mid-winter reports to MLA Headquarters. The MLA Executive Director will notify chapter chairs when a report is due. The 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. The annual report is due in March and covers one year (i.e., May 1992 to April 1993). The annual report is published in the MLA Annual Report, which is distributed at the 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, i.e., 1992, 1994, etc. 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.

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ELECTED POSITIONS – OFFICERS

Chair

Selection method:

Elected as Chair by NAHSL members.

Term:

One-year term as Chair is the second year of a three-year commitment. Serves a one-year term each as Chair-Elect, Chair, and Past-Chair.

Prerequisites:

Voting member* of both NAHSL and MLA.

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 agenda, 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. Sends pertinent correspondence, minutes, and reports to the NAHSL Electronic Communications Chair.
17. Arranges a smooth transition to the following Chair.

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ELECTED POSITIONS – OFFICERS

Chair-Elect

Selection Methods:

The Chair is elected by NAHSL members. Committee members are selected by virtue of their respective offices and by appointment of the Conference Chair.

Term:

The Chair-Elect holds a one-year term as Chair-Elect, which is the first year of a three-year commitment, serving a one-year term each as Chair-Elect, Chair, and Past Chair.

Prerequisites:

Voting member* of both NAHSL and MLA.

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 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.
4. Serves as a member of the Finance Committee.
5. Prepares a report for presentation at the NAHSL Annual Business Meeting and submission to the Executive Board.
6. Approves site selection for the NAHSL Conference and Annual Business Meeting.
7. Sends pertinent correspondence, minutes, and reports to the NAHSL Electronic Communications Chair.
8. Arranges a smooth transition to the following Chair-Elect.

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ELECTED POSITIONS – OFFICERS

Past Chair

Selection Method:

Elected as Conference Chair-Elect by NAHSL members.

Term:

One-year term as Past Chair is the third year of a three-year commitment. Serves a one-year term each as Chair-Elect, Chair, and Past Chair.

Prerequisites:

Voting member* of both NAHSL and MLA.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Serves as Chair whenever the Chair, or Chair-Elect are unable to do so, presiding over any meeting in their absence.
3. Submits a budget to the Executive Board for such items as a plaque for the NAHSL Achievement Award winner and any award winner honorarium.
4. Advises and assists in setting and carrying out chapter goals and objectives.
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. Submits an annual report to the Executive Board
11. Sends pertinent correspondence, minutes, and reports to the NAHSL Electronic Communications Chair.
12. Arranges smooth transition to next Past Chair.

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ELECTED POSITIONS – OFFICERS

Secretary

Selection method:

Elected by NAHSL members.

Term:

Three years.

Prerequisites:

Voting member* of both NAHSL and MLA.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Prepares and submits an annual budget to the NAHSL Executive Board.
3. Advises and assists in setting and carrying out Chapter goals and objectives.
4. Works closely with the Chair to ensure appropriate agenda topics.
5. Takes minutes of all NAHSL meetings and distributes to the Executive Board in a timely fashion.
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. Works with the Electronic Communications Chair to assure timely and accurate posting of NAHSL minutes, Executive Board member listing, other documents, decisions, awards, and appointments.
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.

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ELECTED POSITIONS – OFFICERS

Treasurer

Selection Method:

Elected by NAHSL members.

Term:

Three years.

Prerequisites:

Voting member* of both NAHSL and MLA.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Prepares and submits an annual budget to the Executive Board.
3. Advises and assists in setting and carrying out NAHSL goals and objectives.
4. Reports status of treasury at Executive Board meetings and Annual Business Meeting.
5. Serves as Chair of Finance Committee; manages all financial matters of NAHSL.
6. Serves as ex-officio member of the Conference Committee.
7. Monitors the NAHSL budget and advises the Executive Board on all financial decisions.
8. Prepares appropriate budget analyses for the Executive Board.
9. Maintains the Chapter's bank account(s), and controls cashbooks and check register.
10. Documents the receipt and disbursement of NAHSL monies.
11. Reports income and expenses from all NAHSL meetings to the Executive Board.
12. Files necessary forms and tax returns relating to NAHSL incorporation and tax exempt status.
13. Prepares documentation for filing of annual tax return.
14. Prepares and submits an annual report to the Executive Board.
15. Sends pertinent correspondence, minutes, reports, and fiscal records annually to the NAHSL Archivist, indicating appropriate retention periods.
16. Arranges a smooth transition to the following Treasurer.

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ELECTED POSITIONS: OFFICERS

MLA Chapter Council Representative

Selection method:

The Representative and Alternate Representative shall be elected in alternate years. The Representative and Alternate Representative shall take office immediately after the MLA Annual 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. May serve twice for a total of six years. Ideally, the Alternate is chosen with the intention of moving up to the Representative position

Prerequisites:

Voting member* of both NAHSL and MLA.

Reimbursement:

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, downloaded 05/18/2009

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 ex-officio on the MLA Board of Directors.*
- *Participates in Chapter Council deliberations and responds on behalf of his/her chapter to matters which affect it.*
- *Addresses chapter concerns to the Council and potentially, through the Council Chair, to the MLA board. The Representative also carries issues to the chapter from the Council to obtain membership response.*
- *Implements Council decisions, and gathers information as requested.*
- *Serves on at least one standing or ad hoc committee and may, if appointed, serve as Chair of a Chapter Council Committee.*
- *Submits annual and midyear reports by the assigned date to the Council Chair.*
- *Ensures the selection of a Nominating Committee nominee from his/her chapter and submits a biographical form to the elections committee by the assigned date.*
- *Assures election of new Representatives and Alternates.*
- *Informs chapter officers about MLA Archives Guidelines (Appendix XIII) and provides feedback to Chapter Council.*
- *Keeps his/her Chapter officers informed of all significant business and events emanating from the Chapter Council. The Representative's report is a regular agenda item at chapter meetings.*
- *Solicits comments and suggestions from chapter officers and members.*
- *Submits copy for a Chapter Column in the MLA News by the assigned date.*
- *May be a board member of the chapter he/she represents.*
- *Keeps Alternate fully informed of all Chapter Council activities. The above responsibilities may be shared with or assigned to the Alternate.*

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ELECTED POSITIONS: OFFICERS

MLA Chapter Council Alternate Representative

Selection method:

The Representative and Alternate Representative shall be elected in alternate years. The Representative and Alternate Representative shall take office immediately after the MLA Annual 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. May serve twice for a total of six years. Ideally, the Alternate is chosen with the intention of moving up to the Representative position

Prerequisites:

Voting member* of both NAHSL and MLA.

Reimbursement:

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, downloaded 05/18/2009.

The Alternate:

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

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

- *Attends all Chapter Council meetings and participates freely in discussions and deliberations.*
- *Serves as a non-voting member* of the Council except, when a Representative is not present at a Council meeting, the Alternate shall temporarily assume the Office of Representative, including the right to vote.*
- *Replaces the Representative should he/she be elected to Chapter Council Chair or become unable to complete the term of office. A new Alternate from the affected chapter shall be elected by that chapter when this occurs, and shall serve the remaining term of the Alternate who is being replaced.*
- *May be appointed Secretary to the Council.*
- *May be appointed to and chair Council committees and/or subcommittees.*
- *Serves as a board member of the chapter.*
- *Subscribes to the Chapter Council Listserv – mla-chapter through <http://ns1.mlahq.org/mailman/listinfo/mla-chapter>.*
- *Regularly monitors the Chapter Council discussions on the Council Listserv and promptly responds to requests.*

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ELECTED POSITIONS: OTHER

Candidate for MLA Nominating Committee

Selection method:

Elected by NAHSL members.

Term:

One year.

Prerequisites:

Voting member* of both NAHSL and MLA.

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.

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APPOINTED POSITIONS: STANDING COMMITTEE CHAIRS

Archives Committee Chair

Committee Composition:

Chair and one or more current voting members* of NAHSL.

Selection Method:

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

Term:

Three years with a possibility of reappointment for a second three-year term.

Prerequisites:

Voting member* of both NAHSL and MLA.

Duties:

- Attends all NAHSL meetings, general and executive.
- Submits an annual budget to the Executive Board.
- Advises and assists in setting and carrying out NAHSL goals and objectives.
- Plans, schedules, and presides over Archives Committee meetings as needed.
- Receives all documents generated by the NAHSL organization.
- Seeks approval from Executive Board for overall archival development and maintenance.
- Evaluates all materials received and decides appropriateness of placement in the archives.
- Assures adequate preservation actions (e.g. removal of paper clips, staples etc.).
- Organizes documents and prepares them for storage (both on and off site).
- Publicizes the importance of archives and the need for various types of materials.
- Establishes policies and procedures for maintenance, weeding, and storage of archival materials.
- Reviews the archival collection on a regular basis.
- Retrieves documents on request for the NAHSL Executive Board, MLA (including the MLA Chapter Council), and others as appropriate.
- Provides reference service on request for the NAHSL Executive Board, MLA (including the MLA Chapter Council), and others as appropriate.
- Works with the Electronic Communications Committee Chair and other appropriate Executive Board members to update the Chapter history, "Who's Who in NAHSL," and "Awards and Projects" online.
- Obtains annually the following items to be held for permanent record retention:

Bylaws

Membership directory

Executive Board meeting minutes

Financial reports

Newsletters

Official correspondence (Email is not official correspondence)

Mailings (including flyers, program announcements, registration forms, etc.)

Chapter project materials

Print copies of documents posted on the NAHSL website

Memorabilia (photos, hats, bags, t-shirts, etc.)

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.)

- Sends Chapter history updates to MLA.
- Submits an annual report to the NAHSL Executive Board.
- Arranges a smooth transition to the next Archives Committee Chair

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Bylaws Committee Chair

Committee Composition:

Chair and one or more voting members* of NAHSL.

Selection Method:

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

Term:

Normally three years, two years as Chair and a third additional year serving as Committee member to assist the new Chair and provide continuity. A possibility of reappointment for a second two-year term.

Prerequisites:

Voting member* of both NAHSL and MLA.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Submits an annual budget to the Executive Board.
3. Advises and assists in setting and carrying out NAHSL goals and objectives.
4. Plans, schedules, and presides over Bylaws Committee meetings as needed.
5. Reviews the bylaws at least annually and recommends to the Executive Board any changes needed to reflect the changing responsibilities of the Chapter.
6. Accepts proposed changes to the Bylaws from the Executive Board and the membership.
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 amendments to the entire NAHSL membership at least three weeks prior to the NAHSL Conference and Annual Business Meeting.
9. Presents the amendments to the membership for adoption, following the procedure established by MLA. (See Chapter Chair's Manual)
10. Accepts suggestions from the Executive Board and the membership for proposed changes to the NAHSL Executive Board Handbook.
11. Reviews and revises the NAHSL Executive Board Handbook annually for any organizational changes and for conformity with the Bylaws.
12. Maintains annotated and accurate copies of the Bylaws and the Executive Board Handbook.
13. Works with the Electronic Communications Committee Chair to post NAHSL Bylaws and the NAHSL Executive Board Handbook on the NAHSL website.
14. Submits an annual report to the Executive Board.
15. Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.
16. Arranges a smooth transition to the next Bylaws Committee Chair.

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Conference Committee Chair

Committee Composition:

Two years prior to each annual conference, a Conference Committee shall be organized and shall consist of the incoming Conference Chair, the NAHSL Education Committee member, a Program Chair, and a Hospitality Chair, all from the hosting state. The Committee typically includes the Chair of the host state's group, a Conference Co-chair (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.

(Note: The core structure of the Conference Committee is stipulated in Article VII, Section 1, of the NAHSL Bylaws.)

Selection Methods:

The Chair is appointed by the NAHSL Past 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 Chair is the second year of a two-year commitment, serving a one-year term each as incoming Conference Chair, and as Chair the second year. The Conference Committee members serve a term of two years.

Prerequisites:

Voting member* of both NAHSL and MLA.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Serves as Chair of the Conference Committee for the NAHSL Conference and Annual Business Meeting.
3. Schedules, prepares agenda for, and presides over Conference Committee meetings.
4. Coordinates with the NAHSL Executive Board and the Conference Program Committee in setting the theme for the Annual Business Meeting.
5. Meets as needed to develop theme ideas and approve site selection.
6. Develops the conference budget and submits the budget to the Treasurer.
7. Establishes a time line for Conference planning activities, and oversees the planning process.
8. Receives reports from the Conference subcommittees to put together a well-planned Conference.
9. Coordinates with the NAHSL Finance Committee and the Executive Board to develop the fiscal philosophy to guide pricing decisions.
10. Serves as a member of the Finance Committee.
11. Works with the NAHSL Treasurer to achieve timely income and expense transactions.
12. Works with the Electronic Communications Committee to disseminate Conference information electronically.
13. Receives report from the Education committee.
14. Submits an annual report to the Executive Board.
15. Sends pertinent correspondence, minutes, and reports to the NAHSL Electronic Communications Chair.
16. Arranges a smooth transition to the following Conference Chair.

*The terms "voting member" or "ongoing member" as used in this handbook refer to required ongoing voting and/or membership status throughout a term of office. If a prerequisite is no longer met, the Executive Board must decide whether to allow completion of the term or to name a replacement.

NAHSL Executive Board Handbook

APPOINTED POSITIONS: STANDING COMMITTEE CHAIR

Education Committee Chair

Committee Composition:

Chair, Chair-Elect, a Conference Education Coordinator from the current year's Conference host state, and one or more voting members* of NAHSL. A member from each state group in the Chapter is desirable, and each member must be masters-prepared in librarianship.

Appointment Methods:

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

Term:

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

Prerequisites:

Voting member* of both NAHSL and MLA.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Submits a proposed budget 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.
3. Advises and assists in setting and carrying out NAHSL goals and objectives.
4. Plans, schedules and presides over Education Committee meetings.
5. Selects, plans, sponsors and evaluates courses for the NAHSL Annual Business Meeting and any additional course offerings, usually held in the spring.
6. Works with the Conference Education Coordinator, who is responsible for overall coordination of the continuing education programs for the 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 Electronic Communications Committee, the NAHSL Marketing Committee, and 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. Attends and 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. Submits an annual report to the Executive Board.
16. Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.
17. Arranges a smooth transition to the next Education Committee Chair.

*The terms "voting member" or "ongoing member" as used in this handbook refer to required ongoing voting and/or membership status throughout a term of office. If a prerequisite is no longer met, the Executive Board must decide whether to allow completion of the term or to name a replacement.

NAHSL Executive Board Handbook

APPOINTED POSITIONS: STANDING COMMITTEE CHAIR

Electronic Communications Committee Chair

Committee Composition:

Chair and one or more voting members* of NAHSL, seeking representation from throughout the chapter.

Appointment method:

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

Term:

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

Prerequisites:

Voting member* of both NAHSL and MLA.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Submits a budget to the Executive Board.
3. Advises and assists in setting and carrying out NAHSL goals and objectives.
4. Plans, schedules, and presides over Electronic Communications 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. Notifies membership via the NAHSL listserv when the NAHSL website has been updated.
8. Submits an annual report to the Executive Board.
9. Sends pertinent correspondence, minutes, reports, and appropriate website and blog removals to the NAHSL Archivist.
10. Arranges a smooth transition to the next Electronic Communications Committee Chair.

*The terms "voting member" or "ongoing member" as used in this handbook refer to required ongoing voting and/or membership status throughout a term of office. If a prerequisite is no longer met, the Executive Board must decide whether to allow completion of the term or to name a replacement.

NAHSL Executive Board Handbook

APPOINTED POSITIONS: STANDING COMMITTEE CHAIR

Finance Committee Chair

Committee Composition:

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

Appointment methods:

Representatives-at-large are appointed by the Treasurer.

Term:

Member officers will serve the duration of their offices, and representatives-at-large will serve a minimum of two years.

Prerequisites:

Voting member* of both NAHSL and MLA.

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.

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NAHSL Executive Board Handbook

APPOINTED POSITIONS: STANDING COMMITTEE CHAIR

Government Relations Committee Chair

Committee Composition:

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

Appointment Methods:

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

Chair is

Term:

Two years with a possibility of reappointment for a second two-year term. Members serve a two-year term with re-appointments recommended.

Prerequisites:

Voting member* of both NAHSL and MLA.

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Submits an annual budget to the Executive Board.
3. Advises and assists in setting and carrying out NAHSL goals and objectives.
4. Plans, schedules, and presides over Government Relations Committee meetings.
5. Supports the goals and objectives of the MLA Government 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. Develops and promulgates a consistent NAHSL/MLA position on governmental information policy issues and governmental actions, particularly those relative to medical libraries and librarianship.
8. Accepts membership input regarding governmental information policy issues.
9. Considers grass roots political action on existing or pending legislation and regulatory issues.
10. 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.
11. Coordinates membership actions in this effort by organizing their responses and activities.
12. Serves as liaison with the ALA Washington office, with NLM officials, and with other library and information associations and organizations which support similar goals.
13. Responds to MLA Action Alerts.
14. Alerts appropriate NAHSL members of MLA Action Alerts and provides support for response efforts.
15. Serves as a non-voting member on the MLA Government Relations Committee for a three-year term.
16. Works with Electronic Communications Committee to disseminate Government Relations Committee information electronically to members.
17. Submits an annual report to the Executive Board.
18. Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.
19. Arranges a smooth transition to the next Government Relations Committee Chair.

The terms "voting member" or "ongoing member" as used in this handbook refer to required ongoing voting and/or membership status throughout a term of office. If a prerequisite is no longer met, the Executive Board must decide whether to allow completion of the term or to name a replacement.

NAHSL Executive Board Handbook

APPOINTED POSITIONS: STANDING COMMITTEE CHAIR

Marketing Committee Chair

Committee Composition:

Chair and four or more voting members* of NAHSL.

Appointment methods:

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

Term:

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

Prerequisites:

Voting member* of both NAHSL and MLA.

Duties:

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

*The terms "voting member" or "ongoing member" as used in this handbook refer to required ongoing voting and/or membership status throughout a term of office. If a prerequisite is no longer met, the Executive Board must decide whether to allow completion of the term or to name a replacement.

NAHSL Executive Board Handbook

APPOINTED POSITIONS: STANDING COMMITTEE CHAIR

Membership Committee Chair

Committee Composition:

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

Appointment Methods:

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

Term:

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

Duties:

1. Attends all NAHSL meetings, general and executive.
2. Submits an annual budget to the Executive Board.
3. Advises and assists in setting and carrying out NAHSL goals and objectives.
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.
21. 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.
22. Submits an annual report to the Executive Board.
23. Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.
24. Arranges a smooth transition to the next Membership Committee Chair.

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NAHSL Executive Board Handbook

APPOINTED POSITIONS: STANDING COMMITTEE CHAIR

Nominating Committee Chair

Committee composition:

Chair and two voting members* of NAHSL.

Appointment methods:

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

Term:

One year.

Prerequisites:

Voting member* of both NAHSL and MLA.

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. Presents the slate of nominees for consideration at the NAHSL Annual Business Meeting.
7. Submits an annual report to the Executive Board.
8. Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.

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NAHSL Executive Board Handbook

APPOINTED POSITIONS: STANDING COMMITTEES CHAIR

Professional Development Committee Chair

Committee composition:

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

Appointment 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.

Duties:

- Attends all NAHSL meetings, general and executive.
- Submits an annual budget to the Executive Board.
- Advises and assists in setting and carrying out NAHSL goals and objectives.
- Plans, schedules, and presides over Nominating Committee meetings
- Updates Professional Development application form and criteria.
- Works with the Electronic Communications Chair to maintain current Professional Development form(s) and criteria on the NAHSL website.
- Accepts award requests from Chapter membership.
- Contacts all applicants to acknowledge receipt of applications.
- Verifies NAHSL membership of all applicants via NAHSL website or with NAHSL Membership Chair.
- Verifies with the NAHSL Treasurer the amount of funds available.
- Works with the Committee to evaluate applications according to the following criteria:
 - Applicant maintains current membership in NAHSL
 - Applicant requests an amount within monetary limit for awards that year
 - Applicant submits application such that it is received at least 4 weeks prior to the conference registration deadline
 - Applicant seeks only reimbursement for conference registration or reimbursement for education courses
 - Applicant is a new member of NAHSL (3 points)
 - Applicant has received NAHSL award in last two years (-1 point)
 - Applicant is/was member of local, state, regional, or national committee (1 point for each committee)
 - Applicant receives institutional support (1 point)
 - Applicant submits a worthy statement of purpose (3 points)
 - Number of applications received from one institution to be considered, all other factors being equal
 - Equitable geographic disbursement and representation to be considered, all other factors being equal
- Notifies each applicant in writing of the result of the application evaluation, encouraging applicants whose applications were denied to reapply in the future.
- Contacts awardees in writing, notifying them of the Professional Development Award amount and the procedure to follow to take possession of the awarded funds.
- Maintains copies of all correspondence and forms pertaining to award requests, including original requests/applications and award and/or denial letters, for three years.
- Sends copies of all awards to Membership Chair and Treasurer.
- Reports the amount of professional development fund requests/awards to the Executive Board on an ongoing basis.
- Reports awards at the NAHSL Annual Business Meeting.
- Sends pertinent correspondence, minutes, and reports to the NAHSL Archivist.
- Arranges a smooth transition to the next Professional Development Committee Chair.

*The terms "voting member" or "ongoing member" as used in this handbook refer to required ongoing voting and/or membership status throughout a term of office. If a prerequisite is no longer met, the Executive Board must decide whether to allow completion of the term or to name a replacement.

NAHSL Executive Board Handbook

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:

Voting member* of both NAHSL and MLA.

Familiarity with the MLA benchmarking survey process.

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. Submits an annual report to the Executive Board.
12. Sends pertinent correspondence and reports to the NAHSL Archivist.
13. Arranges a smooth transition to the next Benchmarking Chapter Liaison, if applicable.

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NAHSL Executive Board Handbook

APPOINTED POSITIONS: OTHER

Credentialing Liaison

Selection Method:

Appointed by NAHSL Chair.

Term:

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

Prerequisites:

Voting member* of both NAHSL and MLA.

Ongoing member* of the MLA Academy of Health Information Professionals at the level of Member, Senior Member, or Distinguished Member.

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 credentialing process.
4. Promotes Academy 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. Submits an annual report to the Executive Board.
9. Sends pertinent correspondence and reports to the NAHSL Archivist.
10. Arranges a smooth transition to the next Credentialing Liaison.

*The terms "voting member" or "ongoing member" as used in this handbook refer to required ongoing voting and/or membership status throughout a term of office. If a prerequisite is no longer met, the Executive Board must decide whether to allow completion of the term or to name a replacement.

NAHSL Executive Board Handbook

APPOINTED POSITIONS: OTHER

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

Selection Methods:

Appointed by the Regional Medical Library Director with the approval of the NAHSL Chair.

Term:

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

Prerequisites:

Voting member* of both NAHSL and MLA.

Current member of the NN/LM, NER staff.

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. Submits an annual report to the Executive Board.
6. Sends pertinent correspondents and reports to the NAHSL Archivist.
7. Arranges a smooth transition to the next to the next Representative.

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NAHSL Executive Board Handbook

APPOINTED POSITIONS: OTHER

State Representative to Executive Board

Selection method:

Determined by each state health sciences library association represented in NAHSL's geographic area – one representative per state.

Term:

Determined by each state association (both the length and dates of term).

Prerequisites:

Voting member* of both NAHSL and MLA.

Duties:

1. Attends all meetings of the NAHSL Executive Board.
2. Advises and assists in setting and carrying out NAHSL goals and objectives.
3. Reports to the NAHSL Executive Board current activities, decisions, projects, interests, concerns, and plans of the state organization and other state library issues.
4. Along with state association chair, sends news items to the NAHSL Electronic Communications Chair for the NAHSL website "News" section as appropriate.
5. Facilitates dissemination of information between the NAHSL Executive Board and the state association.
6. Reports current activities of NAHSL to the state organizations.
7. Submits an annual report to the Executive Board.
8. Sends pertinent correspondence and reports to the NAHSL Archivist.
9. Arranges a smooth transition to the next State Representative.

*The terms "voting member" or "ongoing member" as used in this handbook refer to required ongoing voting and/or membership status throughout a term of office. If a prerequisite is no longer met, the Executive Board must decide whether to allow completion of the term or to name a replacement.