ARTICLE I
PURPOSE

The policies and procedures shall address the duties of the officers, committees, and delegates. They shall provide for replacement of position in the event of resignation or removal of the current office holder.

ARTICLE II
DUTIES OF OFFICERS

Section 1. The Chair shall:
A. preside at all general meetings of HSLIC and of the HSLIC Executive Board.
B. develop the agenda for each meeting.
C. report to the membership on the status and activities of HSLIC at general membership meetings.
D. be an ex-officio member of all committees.
E. appoint all Committee Chairs.
F. appoint all delegates to the Board.
G. communicate with the general membership after each Board meeting.
H. ensure Board officers and appointees are performing their assigned duties.
I. handle issues pertaining to membership such as eligibility and by-laws compliance, consulting with the Executive Board as necessary.
J. welcome new HSLIC members and new directors/managers at HSLIC member institutions.
K. Website responsibilities
   1. Home tab
      a. Welcome from the Chair
   2. About Us > HSLIC Executive Board
   3. HSLIC Governance tab (Chair & Vice Chair share responsibility)
L. perform other duties customarily assumed by the Chair.

If the Chair resigns, the Vice Chair will assume the office.
Section 2. The Vice Chair shall:
A. preside at all general meetings of HSLIC and of the Executive Board in the absence of the Chair.
B. assume the Chair in case of the resignation of the Chair, serve in this position for the remainder of the term of the prior Chair and, at the earliest opportunity appoint a member to complete the term of the Vice Chair.
C. prepare the slate of officers to be presented to the Executive Board prior to the annual Fall meeting.
D. act as parliamentarian, bringing a print copy of Robert’s Rules of Order to each meeting.
E. solicit nominations for the annual Cairns Award and make arrangements for the award to be ordered in time to present at the Spring Meeting.
F. Website responsibilities
   1. Forms tab
      a. Eleanor C. Cairns Award Nomination Form
   2. HSLIC Governance tab (Chair & Vice Chair share responsibility)
G. perform administrative duties as delegated by the Chair and other duties customarily assumed by the Vice Chair.

If the Vice Chair resigns, the Chair will appoint an individual to serve in the office for the remainder of the term.

Section 3. The Secretary shall:
A. keep a record of the proceedings of all meetings for HSLIC and the Executive Board.
B. distribute the minutes of the meetings of HSLIC and the Executive Board to the membership.
C. initiate and respond to HSLIC correspondence as directed by the Chair.
D. Website responsibilities
   1. HSLIC Meeting Minutes tab: Post meeting minutes, making clear whether they are draft or approved.
E. perform other duties customarily assumed by the Secretary.

If the Secretary resigns, the Chair will appoint an individual to serve in the office for the remainder of the term.
Section 4. The Treasurer shall:
A. be responsible for collection and disbursement of HSLIC funds as directed by the Bylaws and the Executive Board and shall maintain all accounts.
B. collect membership fees and maintain an up-to-date membership directory.
C. present updated budget reports at all Executive Board meetings.
D. make and present written reports at the general membership meetings.
E. prepare a proposed general budget for the upcoming year which will be presented to the membership for its ratification at the Fall Meeting.
F. arrange for the HSLIC mailbox.
G. handle travel reimbursement requests.
H. keep HSLIC financial records according to the Treasurer’s Handbook.
I. maintain a current list of paid members and inform members when they are in arrears of dues payment.
J. Website responsibilities:
   1. Join HSLIC tab
   2. About Us > HSLIC Member Directory
   3. Forms tab
      a. Membership Form
      b. Reimbursement Form
K. perform other duties customarily assumed by the Treasurer.

If the Treasurer resigns, the Chair shall appoint an individual to serve the office for the remainder of the term.

ARTICLE III
COMMITTEES

Section 1. Standing committees: The standing committees of HSLIC shall be Online Services, Professional Development, Resource Sharing, and Publicity.

Section 2. Committee Chairs: The HSLIC Chair shall appoint the Chairs of the Online Services, Professional Development, Resource Sharing, and Publicity committees immediately after the annual Fall Meeting. It shall be the responsibility of the Committee Chairs to assemble sub-committees as needed.
Section 3. Professional Development Committee:
A. The duties of the committee shall be to:
   1. select the date, site, and programs of the fall and spring meetings of the full HSLIC membership, plan educational programs of interest to the HSLIC membership, and take the responsibility for obtaining additional funds for such programs if need be.
   2. Regarding scholarships and mini-grants
      a. receive, evaluate, and approve applications.
      b. notify the Executive Board of approvals.
      c. direct the Treasurer to disperse awards.
      d. ensure recipients submit required reports to the Newsletter.
   3. Website responsibilities
      a. Forms tab
         1. AHIP Scholarship Form
         2. Mini-Grant Application
         3. Scholarship Form

Section 4. Resource Sharing Committee:
A. The duties of the committee shall be to
   1. facilitate the sharing of all resources by the membership of HSLIC with particular attention to issues involving interlibrary loans, union lists, acquisitions and licensing agreements.
   2. Website responsibilities
      a. Librarian Resources tab
         1. Links
         2. Other Helpful Resources: OPAC Shortcuts

Section 5. Online Services Committee:
A. The duties of the committee shall be to
   1. oversee all parts of the HSLIC web page and the HSLIC electronic discussion list.
   2. perform a quarterly review (June, September, December, March) of the content of the HSLIC website.
   3. inform other Committee Chairs when updates are needed in their sections of the website.
   4. notify HSLIC members when new content has been added to the HSLIC website.
   5. maintain the subscription to the HSLIC.org domain name.
   6. Website responsibilities
      a. Home tab
         1. HSLIC Members in action…
b. Librarian Resources tab
   1. HSLIC listserv
   2. Other Helpful Resources: Disaster Resources List, HSLIC Mentors

Section 6. Publicity Committee:
A. The Publicity Committee shall
   1. oversee all publicity of HSLIC news, activities, and events both within the HSLIC membership and reaching out to the librarians, healthcare professionals, and citizens of Maine.
   2. produce a quarterly newsletter for the HSLIC website, solicit content and news from members/institutions for inclusion.
   3. coordinate with the appropriate HSLIC representatives and Committee Chairs to create and manage exhibits for various conferences, as directed by the Executive Board.
   4. Website responsibilities:
      a. Home tab
         1. HSLIC Calendar
         2. Related Events
      b. About Us tab
      c. About Us > Purpose of HSLIC
      d. About Us > Distinguished Member Award
      e. Forms tab
         1. Cookbook Order Form
      f. Librarian Resources tab
         1. Other Helpful Resources: MARVEL – Health Sciences Databases, 2012
      g. Newsletter tab

Section 7. Other Committees:
Other committees, standing or special, shall be formed as the organization or the Executive Board deems necessary to carry on the work of HSLIC. The Chair of each of these committees shall be appointed by the HSLIC Chair.

Section 8. Committee Funds:
Committee Chairs shall have authority in the disposition of their committee funds to fulfill committee objectives.
ARTICLE IV
APPOINTED OFFICERS AND DELEGATES

A: State Representative to NAHSL Executive Board
The NAHSL Executive Committee maintains a liaison with NAHSL members through state representatives. The major health sciences library group of each New England state in NAHSL’s geographic area appoints a representative to serve on the NAHSL Executive Committee.

State representatives are selected according to the wishes of their respective state groups (i.e., by appointment, election, etc.) The length and dates of their terms are determined by the state association. Each representative must be a NAHSL member.

State Representatives are voting members of the NAHSL Executive Committee but are non-voting members of the HSLIC Executive Board. Travel reimbursement is provided for State Representatives from the NAHSL Treasury.

The State Representative or an alternate will attend all scheduled meetings of the NAHSL Executive Committee. The representative will provide communication between NAHSL and the State association by attending HSLIC Board meetings and submitting a report after each NAHSL meeting to the Automation Chair. State representatives are responsible for reporting to the NAHSL Executive Committee current activities, decisions, projects, interests, concerns, and plans of the State organization. They may facilitate dissemination of information from the NAHSL Executive Committee to individuals within their State, and may assist the Executive Committee in gathering input from individuals within their State or from the State organization’s administration.

NAHSL does not exercise authority over any State health sciences library organization and is not obligated to support or subsidize activities and interests of the State organizations. Similarly, NAHSL is not obligated to support or subsidize activities and interests of non-NAHSL members within the New England states, regardless of their membership in a State association.

The NAHSL Executive Committee recognizes the importance of maximizing communication and cooperation among all health sciences librarians and organization within the NAHSL geographic boundaries. To this end, NAHSL
may voluntarily enter into projects or activities of mutual benefit with any State
health sciences library association; the NAHSL Executive Committee may
also choose to include non-NAHSL members in such projects or to extend
benefits to them.

B. Other Delegates
Other Delegates may include, but are not limited to, representatives to the
Maine Library Commission, Maine InfoNet Board, Maine Library Association,
and the Hospital Libraries Advisory Group of the NNLM/NER.

These Delegates are non-voting members of the Executive Board. Delegates
are expected to report on issues of importance to HSLIC at all Executive
Board meetings and also relay HSLIC concerns back to their assigned
associations.

Delegate travel to assigned association meetings is not reimbursed by HSLIC.

C. HSLIC Archivist:
The Archivist, as an appointed Board member exempt from any term
limitation, shall:
1. house and maintain the archives in a safe place and an organized
   manner in accordance with recognized archival practices.
2. attend Executive Board Meetings and report on the condition and
   organization of the archives.
3. provide access to records in a timely fashion upon request.
4. archive important content from the HSLIC website.
5. Website responsibilities
   a. About Us tab
      1. History of HSLIC

Revised April. 2003
Revised June 2006
Revised April 2008
Revised June 2008
Revised May 2009
Revised September 2011
Revised August 2013