



Cincinnati Area Health Sciences Libraries
Association

**Procedures Manual:
Officers and Committee Chairs
2013 Edition**

Revised:

August 1988

June 1997

July 2005

May 2013

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Committees for Revision

CAHSLA Procedures Manual for Officers and Committee Chairs Committees for Revision

1988 Revision Committee

Dorothy Gilroy
Stephena Harmony
Penny Philpot
Jane Thompson, Chair

1997 Revision Committee

Dorothy Gilroy
Rose Zajac
Nonnie, Klein, Chair/Past President

2005 Revision Committee

Jane Thompson
Lisa McCormick, Past President

2013 Revision Committee

Amy Koshoffer
Sharon Purtee
Regina Hartman, Past President

Note: This document is stored electronically on the CAHSLA website, in the CAHSLA Archives and in the Past President's files.

PRESIDENT

Responsible for leadership of the association and acts as the spokesperson

DUTIES:

General Meetings

The President presides at all meetings, conducts the business portion according to Robert's Rules of Order. We are not strict parliamentarians, but it is essential to make sure that procedures of proposals, voting, etc. conform to accepted practice.

As part of every meeting, the President welcomes members and guests, and introduces any guests to the membership. The President invites members to introduce themselves, indicating institutional affiliation. Announcements are made and calls for announcements from the floor are solicited. The President introduces the person responsible for the meeting's program.

Note:

President and program coordinator review agenda before the meeting.

- The program person responsible for the program prepares the agenda in consultation with the president.
- The Program Committee is responsible for sending out meeting notices and the agenda; see duties of Vice President.

Executive Committee Meetings

The President serves as the chair of the Executive Committee.

- As soon as the officers for the new year are elected, the Chair of the Executive Committee makes a list of each officer and every committee chair, with institutional addresses and telephone numbers. These individuals comprise the membership of the Executive Committee.
- The chair of the Executive Committee will provide copies of the list for everyone at the first Executive Committee meeting of the new association year and distributes at this meeting. A copy of this list should be sent to the Archives Committee.

Transition/Planning Meeting: At least one meeting is held during the summer to begin planning for the upcoming year.

- Both the outgoing and the incoming Executive Committee members should be at this meeting.
- Outgoing officers bring files and records to be given to incoming officers and the Archives.
- The chair of the Executive Committee confirms that incoming officers have the current Procedures Manual and Bylaws.

Regularly Scheduled Meeting of the Executive Committee:

- Executive Committee meets regularly, a bi-monthly schedule is recommended. Time the meeting to precede the next general membership meeting or program.
- The Executive Committee discusses issues that need to go before the membership.
- The Chair sends out an agenda to committee members before the meeting.
- At the meeting, the Program Chair presents plans for the next general meeting and updates the committee on plans for future meetings.
- Officers/committee chairs make reports. In fact, this meeting of the Executive Committee is a microcosm of the upcoming meeting and should serve to identify the issues of interest to the membership.
- Details of elections to be held, liaisons with other groups, ideas for future collaborations, budget considerations all should come before the Executive Committee. The need for specific ad hoc committees is discussed with this group.

HINT: Lunch meetings work well; brown bag or pizza. Try to find a location that is central for most of the members of the Executive Committee.

Miscellaneous Duties:

The President also names the chairs of other standing committees and may convene ad hoc committees as necessary.

Chronicle: The President writes a “President’s Page” for the Chronicle during his/her tenure. You can write other articles as well, of course.

Annual Report: The President prepares an annual written report at the end of his/her year in office, covering the highlights of the year, and gathers reports from the other Executive Committee members. The reports are delivered at the summer transition meeting, and are published in the Chronicle.

Vice President / President Elect

Responsible for meetings and acts as substitute if the President is absent.

DUTIES:

The most time-consuming and important facets of the VP duties are program responsibilities. Chief elements are: selecting meeting dates that do not conflict with other professional organizations' and ensuring adequate publicity about the meetings is distributed in a timely manner.

The Program Committee, selected by the Vice President, and approved by the Chair of the Executive Committee, assists in all aspects of planning for meetings. The Program Committee should be representative of the Association, including members from hospitals, business, and the academic setting. The Committee meets for the first time in the summer, to plan for the year.

Meetings include the following:

1. Membership meeting (Sept/ Oct.)
2. Holiday party (Dec.)
3. Workshop or joint meeting (Jan/Feb)
4. Business meeting (March/April)
5. Last meeting of the year (May/June)

HINT: Try to have a mixture of meetings, i.e., some meetings will have a minor charge to cover more substantial refreshments; have some meetings with light refreshments that the Association or a sponsor will cover. At least one of these meetings needs to have an educational component.

Annual Membership Meeting

The primary goal of the membership meeting (first meeting of the new association year), is to raise interest in CAHSLA among potential new members. Existing members are encouraged to invite guest or former members. This meeting is often in an unusual setting or features a unique presentation to highlight the value of membership in the Association. The membership meeting costs are underwritten by CAHSLA, that is, no fee is charged for this meeting related to refreshments. (Note: If the meeting is held at a facility that charges for parking, the attendee is responsible for paying for his/her parking.) The purpose is to solicit new members, welcome returning members, and generally get the Association moving after the summer hiatus.

1. Nametags and introductions are a must.
2. The President gives a brief description of the CAHSLA activities.
3. The Vice President reviews the upcoming programs.

4. The Treasurer solicits for dues.
5. Membership flyers should be available, and attendees are encouraged to pay their dues at the meeting.

HINT: This meeting is our chance to sell CAHSLA as an interesting dynamic organization.

Holiday Party & Book Drive

The Holiday meeting is purely social. Members are encouraged to invite support personnel to this meeting. Special sites, tours, activities pertaining to the holiday, are appropriate to celebrate the diverse winter holiday season. This has often been a meeting with hors d'oeuvres, coffee and desserts.

Traditionally CAHSLA conducts a children's book drive around the winter holiday. The Vice President/Program Chair recommends to the Executive Committee potential recipients of the books. The Executive Committee makes the selection of the recipient of the books.

1. The book drive is publicized with a special flyer and stories in the Chronicle. The organization to receive the books is briefly described, including their mission to serve young, needy children (i.e. pre-school to teen-age children); describe type(s) of books wanted; describe the age-range of children who will receive the books.
2. The books are brought to the holiday meeting by members.
3. Place CAHSLA bookplates on each book. To make bookplates, use full sheet labels (Avery #5165/8165) Print bookplates on these labels (see [Bookplates](#) file). Cut bookplates apart.
4. A final report is written for the Chronicle detailing the number of books donated. If a letter of thanks is received from the organization, it is published in the Chronicle.

Workshops

Workshops must be carefully thought out. Joint sponsorship with other organizations is almost essential for financial success. Joint programs with the NNLM Greater Midwest Region Office, OHSLA, SWON, SLA, etc. have been successful in the past. Try to select a subject/topic of wide appeal.

Spring Meeting

Spring meeting is the annual business meeting.

1. The President sets agenda and chairs this meeting.
2. Association issues that need to be brought before the membership for discussion and decision are presented at the business meeting. Such issues as dues, long-range planning, goals, etc., are examples of typical agenda items.

3. The slate of new officers for the election is presented at this meeting. Calls for nominations are made.

Final Meeting

The final meeting of the association year is primarily social. The new officers are installed. A thank you gift is given to the outgoing President. Honorary memberships for Lifetime Members are announced. This meeting has been held at member's homes, parks and other informal sites. Often the meeting has been a picnic.

Additional meetings may be added. An informal summer education meeting is a good bridge between association years.

Reports

A written annual report shall be submitted to the President.

Reports from each meeting should be kept and sent to the Archives Committee at the end of the year. These reports should include:

- Publicity
- Budget
- Agenda
- Attendance
- Comments/suggestions – Caterer used/would you use them again, etc.
- A copy of the meeting announcement/flyer is retained to give to the Archives Committee

Meeting Procedures

Two to four months before the meeting, decide upon the location

- Re-confirm date and time with host before final choice is made.
- Request maps and parking instruction to be included with the meeting announcement.
- Determine meeting sponsor, if any.
- Decide on refreshments. Light refreshments are suggested.

Meeting Expenses

Vice President/Program Chair shall submit projected costs/expenses to the Executive Committee prior to the planned meeting or workshop. An annual budget will be established by the Executive Committee at the beginning of the association year.

Projected expenses may include the following:

- Speaker expenses: When necessary, speakers will be reimbursed for lodging, meals, and mileage at the current IRS rate. The Program Committee will seek out several economical hotels to recommend to the speaker. Speakers will be offered an honorarium when the occasion warrants it. Speakers will be reimbursed for the cost of printed materials used in connection with the presentations provided they give a reasonable estimate of costs to the committee **prior** to the presentation.
- Any other reasonable program expenses incurred, such as rental fees for meeting rooms, equipment, refreshments, etc. will be paid by the Association. Members who host a meeting may request reimbursement for these expenses.
- Expenses related to printing and mailing meeting announcements.

Publicity

As soon as meeting dates are established, notify the Webmaster, Chronicle editor(s) and SWON, so that our meetings can appear in their calendars. It is not necessary to have the exact date: “Mid-April” is all right. As soon as an exact date is set for a meeting, notify the Webmaster, Chronicle editor(s) and SWON.

Note: When scheduling meeting dates, try to avoid conflicts with other library meetings using the SWON calendar and consulting with Program Chairs of other organizations (e.g. OHSLA, MLA Midwest Chapter, Cincinnati Chapter of SLA).

Announcements: Three to four weeks before the meeting, send out announcements. Include name(s) and contact information for RSVPs. Be sure to have a clear map of the meeting location, parking, details about entrances, signs, etc. An enticing sentence or two about the program is also good. Do not send the meeting announcement with the Chronicle, but provide meeting dates and topics for the calendar to the Webmaster.

Day of Meeting:

On the day of the meeting, use the provided checklist (see Appendix A) make sure everything is ready – speakers, refreshments, etc.

- Complete a meeting report form after the meeting (see Appendix B)
- If an honorarium is to be paid or rental fee is to be paid, ask the Treasurer to bring a check in the amount to the meeting

Agenda: Vice President/Program Chair consults with the President to prepare the meeting agenda. Make any necessary copies for handing out at the meeting; Bring along membership brochures.

Note: **Supply nametags and markers at all meetings for attendees.**

The President welcomes members and guests to the meeting and thanks the host(s). The President turns the meeting over to the Vice President/Program Chair or the Program Committee member in charge of the program. The Vice President/Program Chair introduces the speaker(s) to the audience. Vice President/Program Chair makes sure the meeting is running smoothly, provides an overview of the events, and gives any information necessary about the facility (e.g. restrooms, exits, parking, etc.).

The Program Committee sends letters of appreciation and thanks to all speakers.

Vendor Sponsorship of Events/Programs/Meetings

Vendor Sponsorship - Guidelines

- A. Create and maintain a list or database of actual and potential vendor co-sponsors and their representatives. (Maintained by current CAHSLA president)
- B. After the initial Program Committee meeting held in July or August, send a letter to past vendor sponsors and potential vendors listing upcoming programs and outlining the sponsorship levels and the benefits of sponsorship. (Do not include the “Lunch and Learn” option unless approached by a vendor.)
- C. Contact vendors in August or September and continue to follow up as finalized program dates and topics become available matching specific sponsors with subject matter where possible.
- D. Will attend, or arrange a designate to attend each program to introduce and thank vendor sponsor. Will thank the vendor in *The Chronicle* after the meeting and at the end of the year.
- E. At each level of support the company is publicly thanked at the meeting, in the meeting announcement, and in the Chronicle. Suggested levels of sponsorship:
 1. **Evening, breakfast or lunch meeting \$300.** A table is provided to display promotional materials and 5 minutes for a representative to talk about company products and services.
 2. **Half day meeting \$400.** A table for promotional materials plus the opportunity to do a 10-15 minute presentation.
 3. **Full day meeting \$500.** A table for promotional materials plus the opportunity to do a 15-30 minute presentation during lunch.
 4. **“Lunch and Learn” meetings \$200.** Vendor presents a product over lunch to interested participants.
- F. The CAHSLA Membership Directory is not given to the vendor. The vendor may collect names and addresses of attendees at the event. Or the vendor may ask the CAHSLA President or Vice President/Program Chair to email CAHSLA members requesting that they send contact information to the vendor. However, this is optional in both cases.

G. See Appendix G for a sample vendor letter.

SECRETARY

Responsible for recording all events involving the association

DUTIES:

The Secretary is responsible for the recording and distribution of minutes and correspondence of the Association. In the event that the Secretary is not able to attend a regularly scheduled meeting or event, the Secretary will find a replacement from the Executive Committee to perform the Secretary's duty in his/her absence.

- Attends every Executive Committee meeting and records minutes. Minutes are distributed to members of the Executive Committee. Minutes of the previous Executive Committee meeting should be sent at least one week before the Executive Committee meeting. Executive Committee minutes are published in the Chronicle.
- Attends general membership meetings, records and submits the minutes to the editors of the Chronicle.
- Maintains files of all current minutes and correspondence.
- Writes letters of official correspondence as needed and maintains correspondence files.
- Provides a sheet for members to record their name and institution at all CAHSLA meetings.
- Coordinates mailing list/label needs with Membership Chair and Chronicle Editor.
- At the close of the association year, sends all minutes, correspondence and attendance records, clearly labeled, to the Archives Committee.
- Transfers all stationery to the new Secretary at the summer transition meeting of the Executive Committee.
- A written annual report shall be submitted to the President at the end of the association year, e.g. number of meetings attended, minutes transcribed, distributed and published; and documents/information provided to the Archives Committee.

- Maintains supplies of stationery. Distributes to Executive Committee as needed. Coordinates with the Treasurer for the purchase of stationery as needed.

TREASURER

Responsible for the financial wellbeing of the Association and also chairs the Membership Committee.

The Treasurer is to be consulted before any commitment for an outlay of funds is made by the Executive Committee, committee chairs, or any member. The Treasurer insures that spending does not jeopardize the financial base of the organization. Maintains all files necessary to perform duties.

Duties

Financial:

- Insures that all passwords and records are kept safe and secure.
- Maintains the financial records of the Association.
- Maintains the Association's checking account (PNC Bank as of 2010).
- Reviews the monthly statements and service charges for accuracy
- Balances the checkbook and reconciles all expenses, invoices, income and expenses/charges.
- Tax Status: The Association has a tax-exempt status. The IRS records are complete and are available in the Archives. There should not be any updating needed unless the treasury exceeds \$10,000 or yearly receipts are greater than \$25,000.
- To maintain the status, the IRS requires small tax-exempt organizations to file a yearly electronic Form 990-N, also known as an e-Postcard. The form must be filed within 6 months from the end of the Association's tax year (June 30th) at <https://epostcard.form990.org>. The Treasurer maintains the login ID (the EIN or employer/taxpayer identification number), the password, and the contact information for the website.
- When requested the Treasurer will fill out and return W-9 forms (request for taxpayer identification number and certification) to any organization that has made payments to the Association (e.g. dues paid by a member's hospital).
- Invoices are submitted to the Treasurer for payment. All bills must be presented for payment no later than 10 days after the last general meeting of

each association year. The Treasurer should question any invoice that appears incorrect or excessive. Payment can be refused for services, which have not had prior Executive Committee approval.

-

Membership:

- Responsible for membership records, including compiling and distributing annual directory.
- Chairs Membership Committee. (See Membership Committee description.)

Always have a current membership list available at meetings. If a quorum is needed for an action, the Treasurer will call the roll and determine if a quorum is present.

- Collects and dispenses all fees and dues.

HINT: Create spreadsheet listing dates and dues for all Association memberships.

Examples of Expenses:

Expenses incurred by CAHSLA representatives when traveling to meetings that have been pre-approved by the Executive Committee

Speaker honorariums or other pre-approved speaker expenses

Annual gift to the outgoing President... Some examples of gifts: engraved pen and pencil; gift certificate.

General Meetings:

Gives an oral financial status report. Current account balances and disbursements since the last general meeting are presented. Makes appeals for outstanding invoices.

Executive Committee Meetings:

- Gives oral report outlining all transactions since the last meeting, and projecting future status of the Treasury.
- A written report is submitted to the Executive Committee when projecting costs of major projects.
- A written report is needed when the checking account is reduced to \$100.00.

- The Executive Committee may call for a written report when circumstances dictate.

REPORTS

- Submits annual written financial reports of the Association to the President and to Chronicle Editors to be published in the final edition of the association year. Gives an oral to-date report to the membership at the last meeting of the association year includes a call for outstanding bills.
- Retains records for the current three years.
- Send previous records to the Archives.
- Provides financial documents for audit.

PAST PRESIDENT

Responsible for association transition between previous and current year and for the association election.

DUTIES

- Serves on the Executive Committee to act as a bridge between the previous year and the current association year.

HINT: It is useful to keep minutes of the previous year handy as a reference.

- Chairs the Nominations and Elections Committee, and selects two other members. The Executive Committee should be consulted on the potential members to the committee.
 - The slate of candidates is presented at the annual spring business meeting. Consult with the Vice President/Program Committee Chair for the date of this meeting. Begin work early to build a slate of potential candidates that represents the Association from hospital, academic, and business libraries.
- Serves as Chair of the Bylaws Committee, which is reviewed, every five even years.
- Serves as Chair of the Procedures Manual Review Committee, which is undertaken, every 5 odd years.
- Presents Bylaws and Procedures Manual revisions at the business meeting in advance of the election.
- Selects the gift for the outgoing President. In the past, we have given an item with the President's initials, CAHSLA, and date of service (e.g. engraved pen and pencil set). This expense is reimbursed by the Treasurer. The Past President makes the gift presentation at the last meeting of the year along with the Association's thanks and gratitude to the outgoing President.

REPORTS

- Nominations & Elections should be a separate part of the Past-President's report. It should include the ballot and the final tally of votes for the candidates for office. (Final Tally number is not reported in the Chronicle)
- Sends the reports from Nominations and Elections Committee and the Bylaws/Procedures Committee to Archives.

- Submits appropriate reports to the Chronicle.

CAHSLA COMMITTEES

ARCHIVES

The Archives Committee is responsible for organizing, updating, and maintaining the Archives of the Association.

The Archives Committee shall consist of at least one member of the Association. The President appoints the chair of the committee in consultation and with the approval of the Executive Committee. The chair of the Archives Committee may call upon other members of the Association to assist with the work of the Committee as needed. The term of service is not limited to a specific timeframe; however, the President should consult the Chair to determine if she/he wishes to continue in the role.

Principles of Organization

Each item for the Archives should be dated. Materials are filed chronologically within folders, most recent at the front, oldest at the back.

Meetings:

- Meeting and workshops are filed by association year; all materials relating to a meeting or a workshop are filed together.
- Order for meeting and workshop information:
 - Meeting notice
 - Agenda
 - Minutes
 - Addenda
 - Meeting report

Correspondence related to a specific meeting, workshop, or project will be filed in the appropriate meeting folder. Only miscellaneous correspondence should be filed in the folder labeled "Correspondence."

Subject headings: (Appendix C) As much as possible, use existing subject headings. Should the need for new headings arise, add them to the list.

Throughout the association year, be sure to collect copies of all meeting materials, Executive Committee minutes, membership lists, etc. Before the last Executive Committee meeting, check for gaps in Archives, and ask Executive Committee for copies of the missing items.

Storage:

- Archives are stored by the Archives Chair.
- All storage containers are acid-free.
- Requests for supplies related to this function must receive pre-approval by the Treasurer.

REPORTS

- Submits written report to the President at the end of the association year regarding number of new items added to the Archives, new subjects added, other appropriate information.
- Archive Committee may also make requests for missing materials.

CAHSLA CHRONICLE

- The Editor(s) attend the Executive Committee meetings as an observer to gather news and information. Editor(s) determine topics or articles and solicit writers/contributors; encourage members to contribute essays, observations, and interesting information about their library and staff.
- Issues are published in September, December, March, and June.
- Include funny or interesting tidbits related to librarianship, medicine, hospitals, etc., or other items of interest to the members.
- Each issue should contain: the President's page; a calendar of CAHSLA or other library organizations' events; meeting minutes; reports from program committee; announcements; other communication from CAHSLA committees or executives

Production of the newsletter:

- Inform contributors in a timely fashion of the upcoming publication deadline.
- Review all contributions
- Organize and collect material
- Compose items for formatting
- Post newsletter to the blogspot
- Send notification to CAHSLA email distribution list

Maintain the mailing list:

Treasurer/Membership Chair will be consulted for names

Add names of special individuals who are entitled to a copy of the newsletter

REPORTS

- Document any changes that happened to the Chronicle in the year i.e. moving from print to blog
 - Record the process in implementing this change

MEMBERSHIP

The Treasurer serves as Membership Committee chair. Additional members are called on by chair as needed.

Recruitment

- Produce/update/correct the membership brochure

- The master copy of the annual membership form is maintained as a digital file by the Treasurer and the updated version is available on the website. When distributing this form, the treasurer can print it on CAHSLA stationery.
- Email reminders are sent to all members from the previous year. We have also used the membership lists from local library groups such as SLA and local library school listservs in years past.
- Check the AHA Guide to the health care field and the MLA Directory for addresses of potential health sciences libraries not currently represented in CAHSLA.
- Give extra brochures to members to recruit co-workers.

Membership meeting

- The first meeting of the association year is for membership recruitment. Consult and coordinate with the Program Committee.
- Brochures should be available at the meeting and dues are collected.

Membership records

1. A checklist of members who have paid dues is kept, as well as the enrollment slip.
2. Publish the Membership Directory by February or March.
3. A follow up mailing will be sent to those who have not paid.
4. Membership updates will be sent to the Chronicle editor for additions to the mailing list.

REPORTS

- Submits a final roster of members to the Past President preceding the annual election
- Submits a report to the President to be included in the President's final report.

NETWORKING

The Networking Committee supports the relationships among various library professional organization and joint venture projects, which involve members of the Cincinnati Area Health Sciences Libraries Association. Its charge is to evaluate possible projects and cooperative alignments.

Chair is appointed by the President.

Chair selects two or three members to serve on the committee.

Currently, the Networking Committee is not active.

- **NOMINATIONS AND ELECTIONS**

The election of the officers of the Association is conducted by the Nominations and Elections Committee.

1. This committee is chaired by the Past President. The Past President selects two members for the Committee and consults the Executive Committee for approval of these potential committee members.
2. The committee is convened in January or February.
3. This election is held in the spring. Time the election so that results can be announced at the final meeting of the association year.
4. All members in good standing are eligible to hold office. When building the slate of candidates, try to get a broad representation of types of institutions.
HINT: Take into consideration the effect on a library of having two members of its staff serving as officers or committee chairs.
5. Consult with the Executive Committee on potential candidates before approaching the individual. When possible, have two candidates for all offices.
6. Present the slate at the next general membership meeting, and call for any further nominations from the floor.
7. The slate is published in the Chronicle, if the publication date falls within the allotted time for distribution of the slate. An article can be written for the Chronicle drawing members' attention to the election, if the publication date of the issue makes this appropriate.

Ballots

1. The ballot can be created as an online survey using tools such as Survey Monkey or another survey creator.
2. Email the link to the online ballot or mail the ballots to all members in good standing, as determined by the Membership Committee.
3. The ballots are a separate mailing, rather than sent with the Chronicle.
4. On the ballot, quote the by-laws about the number of votes necessary for a valid election and include the actual number needed for a valid election based upon the size of the current memberships.
5. Print and mail a copy of the online ballot for any members not using email. Mail the ballot and the return envelope in a CAHSLA logo envelope.
6. In order to preserve privacy of vote, we provide a self-addressed envelope with the mailed ballots. The member returns the completed ballot in the small, plain self-addressed (i.e. the name of the Past President and his/her mailing address) envelope supplied in the original ballot mailing.
7. Mailing expenses (stamps, envelopes) can be reimbursed by the Treasurer.
8. Ballots need to be returned two weeks after mailing or distributing via online tool.
9. Samples of previous ballots are available in the Archives.

10. It is acceptable to send an email or fax reminder to the membership to return their completed ballot in a timely fashion.
11. Two members of the Committee should participate in the tallying of results. The results are announced at the last meeting of the year by the Chair of the Committee or designated Committee Member.
12. The election results are published in the Chronicle. The actual tally of votes is to be entered in the Archives.

Other Duties

- Besides elections of officers, the Nominations and Elections Committee deals with ballots for approval of bylaws revisions.
- Bylaws and Procedures Manual revisions occur roughly every five years. For that ballot, it is also very useful to list the number of votes required for a valid election and the number of affirmative votes required for approval of revisions.
- The ballot can combine both the slate of proposed officers and the approval of Bylaws and/or Procedures Manual revisions.

REPORTS

- The results of any election held are submitted to the President for the final report
- The committee also sends election result reports to the Chronicle Editors, the Webmaster and the Secretary.

TECHNOLOGY

The Webmaster serves as Technology Committee Chair and is responsible for updating the CAHSLA website. Additional members are called on by the Chair as needed to assist with organizing TechConvo (formerly known as COCLS) sessions and maintaining a social media presence for the Association.

Duties

Website:

- Update website i.e. add meeting information, (CAHSLA and TechConvo) changes to Executive Committee, and other changes as needed.
- Maintain website i.e. functionality, active links etc
- Alert Treasurer when domain name renewal is due.

TechConvo:

- Organize informal meeting sessions around technology topics related to library and information sciences and update the membership regarding these trends
- Announce meetings through CAHSLA membership distribution list
- Meeting notes are posted to CAHSLA blog

Hint: Lunch meetings work well, brown bag or pizza paid for by attendees. Try to find a location that is central.

Social Media:

- Maintain active social media presence
- Announce meetings on Facebook, Twitter, etc

REPORTS

- Submits a final report to the President documenting summarizing the activities of Techconvo and social media presences as well as any changes to the website or activities of the committee due to new technology.

MISCELLANEOUS OPERATING POLICIES AND PROCEDURES

BUDGET ALLOCATIONS AND REIMBURSEMENTS

A. Meeting Expenses

1. The Program Chair or other person requesting the reimbursement shall present to the Treasurer a receipt, bill or statement detailing the expenses incurred.
2. Any extraordinary expenses, such as a speaker's honorarium, or any expense exceeding \$100 must be approved in advance by the Executive Committee.

B. Printing and Mailing Expenses

Members will be reimbursed for expenses incurred for printing/ mailing meeting notices, minutes or other information.

C. Miscellaneous Expenses

1. Pre-approved expenses for a member of the Executive Committee or a designated Association member to attend a special meeting may be eligible for reimbursement.
2. The meeting must have unequivocal relevance to the business and interest of the Association. The Treasurer and Executive Committee, excluding the individual making the request, must approve by a majority the request to attend the meeting and receive direct expense reimbursement, e.g. registration, lodging, travel.
3. The Association shall pay for the gift given to the outgoing President traditionally presented at the last meeting of the association year. The gift selection and presentation is made by the Past President. (The outgoing President may choose to give tokens of appreciation to the other outgoing officers and committee chairs. These gifts are not paid for out of Association funds.)
4. Other gifts from the Association, e.g. flowers of sympathy or get well for current officer, must be pre-approved by the Executive Committee. Gifts for other occasions for members of the organization are informal and are paid for voluntarily by members of the Association.

D. Unusual Expenses

Any other unusual expenses must be pre-approved in advance by the Executive Committee.

CORRESPONDENCE AND MAILING POLICIES AND PROCEDURES

All correspondence from the Association must be cleared by the President and a copy retained for the Association's archives.

Letters of appreciation shall be sent to all speakers presenting a CAHSLA program. This shall be the responsibility of the Program Committee.

LIFETIME MEMBERSHIP

Upon retirement, any CAHSLA member in good standing who has been a member of the Association for at least ten years shall be declared a Lifetime Member. The Lifetime Member receives all mailings of the Association and a complimentary membership with full privileges, including holding office.

APPENDICES

- A. Meeting Checklist (Example 1 & 2)
- B. Meeting Report Form
- C. Archives Subject List
- D. Membership Brochure

A. MEETING CHECKLIST (Example 1)

Meeting date: _____

Location: _____

- Meeting notice mailed with a map and directions
- Catering arrangements completed, including directions to site if necessary
- Speaker's requirements for AV, overhead projector, computer setup, etc., have been identified and satisfied
- Directional signage at meeting site
- Nametags
- Registration sheet
- Agendas
- Room setup; correct number and arrangement of tables, chairs, equipment, etc.
- Cleanup arranged, including removing signs. Waste paper basked near table if food is served
- Don't forget: at least one pen/pencil, masking tape, scotch tape, plastic wrap, foil wrap, garbage bags, plastic bags, baggies.

B . MEETING CHECKLIST (Example 2)

Meeting Name:

Date:

Checklist

Action

Date

Program finalized: Date: no other library organization having a meeting.
Meeting room available.

Meeting flyer mailed. Including map

Catering arrangements complete

Meeting agenda

Room setup
Any special equipment available and tested to be in good working order

Directional signs at meeting site

Nametags

Registration sign-in sheet

Clean-up after the meeting

C. MEETING REPORT FORM

Meeting Name: _____

Date: _____

Time: _____

Site: _____

Host: _____

Attachments:

- Flyer/Map
- Agenda
- Meeting checklist
- Registration/Sign-in sheet
- Menu

Presenter:

Name: _____

Affiliation: _____

Contact address/telephone: _____

Short description of the program:

Would you have this speaker again? Yes No Fee:
\$ _____

Number of people ordered for: _____

Cost: \$ _____

List all items, including amount leftover, and what was popular:

Caterer & address:

Telephone No.:

Contact:

Recommend using this caterer again? Yes No

Why?:

C. MEETING REPORT FORM (cont.)

Summary budget:

Speaker \$ _____

Site \$ _____

Food \$ _____

Drink \$ _____

*Other \$ _____

Total \$ _____

*Please itemize other expenses:

D. ARCHIVES SUBJECT LIST

Annual Reports

Budget

Bylaws and mission statement

Career information

Cincinnati-Dayton

Cincinnati Union List of Monographs [CULM] (Note: No longer in existence)

Committees

Archives

Area Planning

Long-Range Planning

Networking

Nominations & Elections

Correspondence

Greater Cincinnati Hospital Council

Greater Midwest (Note: New name – National Network of Libraries of Medicine

Greater Midwest Region)

E. SAMPLE MEMBERSHIP BROCHURE

F. Sample Election Ballot

G. Sample Vendor Sponsorship Letter

H. Book Plate



I. Reports Flow Chart:

