Medical Library Group of Southern California and Arizona

Manual of Policies and Procedures for Advisory Council Members

July 2012

Short title: MLGSCA Manual
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1.1 INTRODUCTION

This manual was developed to ensure continuity in the activities of the Advisory Council (elected officers), its ex-officio non-voting members, and others (Internal Auditor, MLA Credentialing Liaison, Mailbox, Webmaster). All elected officers, committee chairs, and others are provided with a copy of the Manual or it can be retrieved from the MLGSCA website. The appropriate Manual section should be transferred to the incoming chair/officer/member along with all active files. This can be done at or prior to the transition meeting normally scheduled for June.

The Past-President is responsible for keeping the manual up-to-date, and any corrections, additions or deletions should be reported to that individual.
1.2 BYLAWS

ARTICLE I. NAME AND BOUNDARIES

Section 1. Name
The name of this organization shall be Medical Library Group of Southern California and Arizona, a Chapter of the Medical Library Association, Inc.

Section 2. Boundaries
The boundaries of this Chapter include the California counties of Madera, Fresno, Kings, Tulare, Inyo, San Luis Obispo, Kern, San Bernardino, Santa Barbara, Ventura, Los Angeles, Orange, Riverside, San Diego, and Imperial, and the entire state of Arizona.

ARTICLE II. PURPOSE

The purpose of this Chapter shall be to promote continuing education; to promote cooperation among medical and allied health libraries and to assist in developing their resources; to promote and foster awareness among members of the health sciences professions and the general public of the valuable role of medical librarians in health care; and to maintain regional affiliation with the Medical Library Association, Inc. (MLA).

ARTICLE III. MEMBERSHIP

Section 1. Members
Both members and nonmembers of the Medical Library Association (MLA) may belong to this Chapter.

Section 2. Rights and Privileges
A. Voting members of this Chapter shall consist of all members, except that only Voting Members of the Medical Library Association shall be qualified to move or to vote on recommendations to the Chapter Council regarding MLA policies or actions, to vote on the selection of a candidate for the MLA Nominating Committee, or to vote on the selection of the Chapter’s Representative and Alternate Representative to the Chapter Council.
B. Officers of this Chapter shall be Voting Members of the Medical Library Association.

Section 3. Dues
A. Dues shall be determined by a majority vote of those present and eligible to vote at any Meeting of the Chapter. Dues shall be assessed on an annual basis for the period of one calendar year. Chapter dues shall not exceed MLA membership dues for Regular Members.
B. Chapter dues shall be payable on joining the Chapter and thereafter (on receipt of notification from the Chapter) annually on January 1st each year.
C. The fiscal year of this Chapter shall be the calendar year.
D. If dues are unpaid by March 1st, the dues shall be considered in arrears and without further notice the member shall be suspended from all rights and privileges of membership until membership dues are paid.

ARTICLE IV. OFFICERS

Section 1. Officers and Terms of Office
A. Elective officers of the Chapter shall be a President, President-Elect, Immediate Past President, Secretary, Treasurer, Representative to the Chapter Council, and Alternate Representative to the Chapter Council.
B. The term of office of the Chapter President shall be one year as President-Elect, one year as Chapter President, and one year as Immediate Past President. No one may serve more than three successive terms as President-Elect/President/Immediate Past President.
C. The term of office of the Secretary shall be one year. An individual may not serve more than three successive terms as Secretary.
D. The term of office of the Treasurer shall be two years. An individual may not serve more than three successive terms as Treasurer.
E. The term of office of the Representative to the Chapter Council shall be three years, except that if the Representative’s term be made shorter by action of the Council or the Bylaws of the Medical Library Association, the term will coincide with that action.
F. The term of office of the Alternate Representative to the Chapter Council shall be the same as that of the Representative.
G. Elected officers, except Representative to the Chapter Council and Alternate Representative to the Chapter Council, shall take office at the close of the Chapter Annual Meeting or following their election and serve, unless they resign, die, become incapacitated, or are removed, until the close of the Chapter Annual Meeting at the end of their terms of office or until their successors are elected and assume their duties. The Representative to the Chapter Council and the Alternate Representative to the Chapter Council shall take office at the close of the MLA Annual Meeting, or as stipulated by the Chapter.

Section 2. Duties
A. The duties of the Chapter President shall be to preside over all meetings and to represent the Chapter at all times and on all occasions not in conflict with any other officer’s defined duties and responsibilities, to appoint an Archivist, and the MLGSCA Representative to the RML’s Advisory Committee, to submit an Annual Report to MLA Headquarters by the date requested, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter. A Parliamentarian may be appointed by the Chapter President to serve a term concurrent with that of the Chapter President. This person may be reappointed to serve additional terms.
B. The duties of the President-Elect shall be to serve as Chapter President whenever the Chapter President is not able to do so, to be responsible for the program and agenda of each Chapter meeting, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.
C. The duties of the Immediate Past President shall be to provide consultative assistance to the Chapter President and Advisory Council so as to ensure continuity of Chapter affairs, to serve ex officio
as chair of the Nominating Committee, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

D. The duties of the Secretary shall be to be responsible for incoming and outgoing correspondence; to prepare minutes of all meetings, to distribute notices of Chapter and Advisory Council meetings, to publish annually a list of all committee members and chairs, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

E. The duties of the Treasurer shall be to receive and account for all monies due to the organization, to serve ex officio as a member of the Finance Committee, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

F. The duties of the Representative to the Chapter Council shall be to represent the Chapter on the MLA Chapter Council by attending meetings of the Council, to transmit to the Council recommendations that have been approved by the Chapter, and to communicate Council business to the officers and membership of the Chapter.

G. The duties of the Alternate Representative to the Chapter Council shall be to attend the meetings of the Chapter Council, to serve as Representative whenever the Representative is unable to do so, and to assume the office of Representative and serve out the unexpired term should the Representative become unable to complete the term of office.

Section 3. Nominations and Elections

A. The Nominating Committee shall prepare annually a slate of (at least one, but more are preferred) nominee(s) for President-Elect and for each elective officer whose term expires.

B. Ballots shall be distributed to the voting membership by the Nominating Committee at least thirty days prior to the Chapter’s Annual meeting and shall be received by the Nominating Committee by the date previously announced for counting ballots. Candidates shall be declared elected upon receiving a majority of the votes cast. Where there are more than two candidates, a plurality shall elect.

Section 4. Vacancies

A. A vacancy arising in the office of Chapter President shall be filled by the President-Elect, who shall cease to be President-Elect, shall serve out the unexpired term of the Chapter President, and shall continue as Chapter President for the full succeeding term to which he or she was elected.

B. A vacancy arising in the office of Representative to the Chapter Council shall be filled by the Alternate Representative, who shall cease to be Alternate Representative, and shall serve out the unexpired term of the Representative.

C. A vacancy arising in any other elected office shall be filled by an individual appointed by the Advisory Council.

Section 5. Candidate for the MLA Nominating Committee

A. The name of one Voting Member of the Medical Library Association chosen by the Advisory Council, shall be submitted each year to the Chapter Council as a potential candidate for membership on the MLA Nominating Committee by the date previously announced by the Chapter Council. The potential candidate shall prepare a biographical statement and a signed statement of willingness-to-serve if elected as a member of the MLA Nominating Committee. This statement shall accompany the name submitted.

B. No person shall consent to being a potential candidate or a candidate for membership on
the MLA Nominating Committee who is already such a potential candidate or candidate from
some other unit of the Medical Library Association; no candidate for membership on the MLA
Nominating Committee shall also be a candidate for an elective office of the Medical Library
Association, or vice versa.

C. No one shall serve on the MLA Nominating Committee as a voting member for more
than one term during a period of five years.

ARTICLE V. MEETINGS

Section 1. Meetings
At least one meeting shall be held in each fiscal year. Additional meetings may be held. One
meeting of the Chapter shall be called the “Annual Meeting.” All meetings shall be held at
a time and place convenient for members. Notice of all meetings shall be disseminated to
the membership at least thirty (30) days in advance of the meeting date.

Section 2. Quorum
Thirty members shall constitute a quorum of this Chapter.

ARTICLE VI. ADVISORY COUNCIL

Section 1. Advisory Council
The elected officers of this Chapter shall constitute the Advisory Council. The Archivist,
Representative to the RML Advisory Committee, and Committee Chairs shall serve as ex-
officio non-voting members of the Advisory Council.

Section 2. Duties
The Advisory Council shall have general supervision of the affairs of this Chapter between
its Business Meetings, fix the time and place of meetings, make recommendations to the
membership, and shall perform such other duties as are specified in these Bylaws and by
the parliamentary authority adopted by the Chapter.

ARTICLE VII. COMMITTEES

Section 1. Standing Committees
A. The Advisory Council shall establish standing committees to consider matters of the
Chapter that require continuity of attention by the members. The Advisory Council shall
recommend the name and size of each committee.

B. The Chapter President, in consultation with the Advisory Council, shall designate and
announce committee members and chairs in advance of the beginning of his or her term of
office and when these appointments shall take effect. Unless otherwise approved by the
Advisory Council, members of standing committees shall be appointed for terms of one year,
and may be reappointed for a second term. The Chapter President shall have the discretion to
terminate appointments. Neither the Chapter President nor the President-Elect shall serve on
or appoint members to the Nominating Committee.

Section 2. Special Committees
The Chapter President may appoint such other special committees as are necessary
with the advice and consent of the Advisory Council.

Section 3. Committee Chairs
Chairs of committees shall be Voting Members of the Medical Library Association.

Section 4. Committee Reports
Each committee shall submit an annual report of its activities to the Chapter President prior to the compilation of the Annual Chapter Report for submission to MLA Headquarters.

ARTICLE VIII. DISSOLUTION

In the event of dissolution of this Chapter, all liabilities and obligations shall be paid or adequate provision made for payment. Any assets not so disposed shall be disposed of by consensus of the Advisory Council of the Chapter to one or more organizations that at the time qualify under Section 501(c)(3) of the Internal Revenue Code. No funds shall benefit any individual member of the Chapter. If no consensus is met, remaining assets shall be distributed to the Medical Library Association, Inc. within six months as long as the Medical Library Association, Inc. shall qualify as an organization described in Section 501(c)(3) of the Internal Revenue Code. The Chapter charters shall be returned to MLA Headquarters.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Chapter may adopt.

ARTICLE X. AMENDMENTS TO THESE BYLAWS

These Bylaws may be amended by a two-thirds vote, provided that the amendment has been submitted in writing to the membership at least thirty (30) days prior to the vote being taken.

Bylaws adopted
Amended March 15, 2003
Amended April 23, 2007
Amended 2012
1.3 IMPORTANT DATES AND DEADLINES

June
Advisory Council “transition meeting” with incoming and outgoing members

July 1
MLGSCA administrative year begins

July/August
AC “budget meeting”

September
Firm up plans for Fall meeting/CE and notify general membership  
[Starting in 2009/10, the previous year’s Pres. Elect/CE Chair (who meanwhile has transitioned to the Presidency) has been responsible for planning the Fall meeting, with the planning having started the previous Spring]

October
Fall meeting/CE  
Membership renewal process begins for the Membership Committee

November
MLA Midwinter/interim report to MLA

January 1
Membership renewal payable according to Bylaws

January/February
Slate of officers to Advisory Council  
Ballots distributed at least 30 days prior to the Annual (Spring) meeting to assure compliance with Bylaws

March 1
If dues are unpaid, member rights and privileges can be suspended until paid (according to Bylaws)

March
Firm up plans for Annual (Spring) meeting/CE and notify general membership

April
Annual report to MLA  
Name of MLA Nominating Committee Candidate due to Chair of Chapter Council Elections Committee  
Every three years, name of new Chapter Council Representative and Alternate due to MLA and Chapter Council Chair

April
Annual (Spring) meeting/CE; meeting to include announcement of election results

April
Committee participation interest forms distributed

May
Committee chairs appointed for upcoming year

May
Outgoing Pres. Elect/CE Chair and Committee begin planning for Fall CE

May
MLA Annual Meeting
1.4 ADVISORY COUNCIL GENERAL INFORMATION

The President is responsible for arranging the Advisory Council (AC) meetings and preparing the agendas. AC members, ex-officio non-voting members, and others should notify the President of items to be included on the Agenda. If a member cannot attend the meeting someone else should be designated to report on activities.

COMPOSITION OF THE ADVISORY COUNCIL:
The composition changed because of Bylaws discussion with MLA in 2011-12. (See Bylaws) Before this change in 2012-13, the AC included the elected officers, committee chairs, Archivist, NN/LM PSR RAC Representative, and Webmaster. The Internal Auditor, MLA Credentialing Liaison, and the person responsible for the mailbox could choose to be included on the AC discussion list and attend AC meetings. (see AC meeting minutes of Nov. 4, 2011)

AC Executive Committee (elected officers, voting members): President, President-Elect, Past-President, Secretary, Treasurer, MLA Chapter Council Representative and Alternate.

Ex-Officio Non-Voting Members: Committee chairs, Archivist, NN/LM PSR RAC Representative.

Others: Webmaster, Internal Auditor, MLA Credentialing Liaison

ADVISORY COUNCIL RESPONSIBILITIES:
A. General supervision of chapter affairs
B. Approving the annual budget
C. Oversight of chapter finances and business matters
D. Approving honorary memberships
E. Communicating pertinent information to the membership.
F. Coordinating the activities of the various officers and committees

ADVISORY COUNCIL MEETINGS:
The Council tries to meet in person at least four times per year – at the June “Transition Meeting”, July “Budget Meeting”, and in conjunction with the Annual (Spring) and Fall business meetings. Since the advent of email and internet meeting capabilities, much AC communication and even voting takes place online*, but several face-to-face meetings per year remain highly desirable, and the attendance of all AC members remains important.

*There is an addendum to the most recent meeting minutes to document any electronic motion(s) conducted between AC meetings, since the minutes have not yet been officially approved.

BUSINESS MEETINGS:
Business meetings (which are meetings for the general membership) are generally held in Spring and Fall, usually in conjunction with a program or CE course. AC members are expected to play an active role at these meetings by giving their officer and committee chair reports, welcoming new members, and encouraging the general membership to participate actively in the meeting and in chapter activities overall.
COMMUNICATION PROCEDURES:
The Connections Committee maintains the chapter listserv and the AC email group. The President notifies the Committee who should be on the AC email group.

ANNUAL REPORTS:
At the end of the year, each AC member including ex-officio non-voting members prepares an annual report. This report which includes a summary of the year’s activities, the names of members of the committee, expenditures for the year, and recommendations for next year’s budget as well as for any operational changes. One copy of the report is submitted to the Archivist and a copy is retained in the Advisory Council member’s files for his/her successor. The President’s mid-year and annual report, based on input from the AC members, is sent to MLA headquarters and may be published in the MLGSCA Link

AC MANUAL UPDATES:
The AC manual is updated every spring, and the overall process is handled by the Immediate Past-President. But individual AC members are responsible for reviewing their own sections, making necessary revisions, and sending them to the Past-President. It is important to let the Past-President know that sections have been reviewed even if there are no changes, so that the page headers will indicate that the review was done and the section is current.

BUDGET:
Prior to the AC’s Budget Meeting (usually held in July,) the Treasurer provides the AC with itemized reports showing budgeted amounts vs actual income/expenses for the previous year. Incoming AC and ex-officio members are responsible for developing the budget proposals for their own areas. These proposals should be based upon the report from the Treasurer, any additional information provided by the outgoing chair, and any anticipated operational changes. Budget proposals are submitted to the Treasurer using a standard form, and the Treasurer presents the overall proposed budget at the Budget Meeting. This meeting is devoted to working on the budget and concludes with approval of the final budget for the new fiscal year. During the year, any expense over $100 that was not included in the approved budget must be approved by the Advisory Council before the money is spent.
1.5 CHAPTER RELATIONSHIP TO MLA

Article II of the MLGSCA Bylaws requires the chapter to maintain “regional affiliation” with MLA. These are some of the current activities which provide liaison with MLA:

A. The Annual Report prepared by the President is sent to MLA in the Spring. During the year the President prepares a mid-year progress report, which is also sent to MLA.

B. The Advisory Council selects the chapter’s candidate for the Chapter Council election for the MLA Nominating Committee proposed by the Nominating Committee.

C. MLGSCA elects a Chapter Council Representative and an Alternate to represent MLGSCA on the MLA Chapter Council, and to communicate Chapter Council activities to MLGSCA.

D. The President informs MLA Headquarters of our election results in the Annual Report.

E. The President-Elect receives partial funding to attend the MLA Annual meeting of Incoming Chairs; other chapter officers and chairs are encouraged to attend similar MLA events.

F. During the year in which MLGSCA is responsible for the Joint Meeting with NCNMLG, a request is made to have an MLA officer or board member speak at the meeting.

G. As needed, MLGSCA submits items about MLGSCA events or meetings to the MLA NEWS.

H. As needed, the Continuing Education/Program Committee coordinates plans for sponsoring MLA-approved CE courses.
2.1 PRESIDENT

As stated in the bylaws:

The duties of the Chapter President shall be to preside over all meetings and to represent the Chapter at all times and on all occasions not in conflict with any other officer's defined duties and responsibilities, to appoint an Archivist, and the MLGSCA Representative to the RML's Advisory Committee, to submit an Annual Report to MLA Headquarters by the date requested, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter. A Parliamentarian may be appointed by the Chapter President to serve a term concurrent with that of the Chapter President. This person may be reappointed to serve additional terms.

The term of office of the Chapter President shall be one year as President-Elect, one year as Chapter President, and one year as Immediate Past President. No one may serve more than three successive terms as President-Elect/President/Immediate Past President.

GENERAL DUTIES:
The President officially assumes duties on July 1, at the beginning of the Group's administrative year. The incoming president is introduced at the close of the spring business meeting and immediately begins planning for the committee selection process.

Meetings: Calls and presides at meetings of the membership and Advisory Council. The President Coordinates meeting plans with the President-Elect/Program Chair. The President schedules a transitional Advisory Council meeting so that incoming and outgoing officers can meet to transfer records and responsibilities. At group business meetings, the President communicates the results of Council activities.

Reports: A statement of objectives, matched to MLA's priorities and objectives, is prepared at the beginning of the year, and a mid-year progress report and an annual report are submitted to the Medical Library Association each year. Results of the MLGSCA elections are also sent to the Executive Director of MLA.

Budget: The President works with the Treasurer to ensure that the Group remains fiscally sound.

MLA's online "Chapter Chairs' Manual 2010" is a useful resource, available in both PDF and Word formats: http://www.chaptercouncil.mlanet.org/

DETAILED DUTIES:
I. Appoint committee chairs (committee chairs must be voting members of MLA)
   A. Based on interested people obtained from Committee Interest Forms, sent out in the spring.
   B. Provide committee chairs with list of members interested in serving on their committees, based on responses to committee interest form; in return have the
chairs provide information on those who actually agree to participate. Coordinate with the Webmaster and the Secretary on updated AC rosters for the website and the newsletter. Also, promptly submit the new AC list with mailing addresses to the person responsible for the MLGSCA mailbox, so he/she can begin forwarding mail to the correct individual. (The rosters for the website and newsletter do not include mailing addresses.)

C. Standing committees are listed on the MLGSCA Web site. Various ad hoc committees may be formed as needed for special tasks.

II. Plan tentative locations and dates for Advisory Council meetings based upon members’ locations and program meeting plans. Meetings can take place via teleconference.

A. Alternate place of Council meetings at members' libraries or hold via teleconference.
B. Send out Advisory Council meeting notices with agenda items, date, hour, and location for the meeting, and provide map and driving directions. Ask for members who cannot attend to reply with their reports by a certain date.
C. Hand out meeting agendas at the time of the meeting.
D. At the beginning of the year, review the calendar of program dates, elections, deadline for membership renewals, report due dates, etc., and review the calendar regularly with the Advisory Council.

III. Coordinate activities of officers and committee chairs.

A. Treasurer and Membership Chair must coordinate receipts of membership money.
B. Blog Editors and Public Relations Chair need to receive input for the blog and publicity from all officers and committee chairs.
C. The Secretary should prepare minutes of business meetings to be sent to the Webmaster for inclusion on the website. A brief summary of Advisory Council meetings should be published on the blog. This summary may be just a paragraph stating date, location and important matters of business which were discussed; this information may also be included as part of the president's column.

IV. Business Meeting Activities

A. Appoint parliamentarian if needed.
B. Be familiar with Robert's Rules of Order.
C. Be familiar with MLGSCA Bylaws.
D. At business meetings:
   1. Ask for approval of previous meeting minutes.
   2. Discuss old business and report results of previous discussions.
   3. Ask committee chairs and officers to report OR give an overview of all activities. An overview by the President saves time and seems to hold attention at business meetings; the President can call on officers or committee chairs to discuss issues of particular importance or complexity.
   4. Ask any members who happen to be on MLA committees to report on their activities.
   5. Ask for questions or other new business and also call for general announcements.
   6. Adjourn the meeting.

E. Tips for conducting a meeting via MegaMeeting
   1. Send directions to participate a few days prior to meeting. Include the agenda, treasurer reports, minutes to be approved and any other handouts needed.
   2. At the beginning of the meeting, provide basic teleconference etiquette such as:
a. Using mute button. If a phone does not have one, there is usually a code from the teleconference company to use.
b. Do not use hold button for fear of music.
c. Remind people that their web cams might be activated during Mega Meeting.
d. Help secretary take attendance. Ask for someone at a site location to send a list. Have individuals type their names in Chat area.
e. Promote using the Chat area to individuals to pose questions or ask for a turn to speak.

V. Budget
A. At the end of the year, ask all officers and committee chairs to prepare estimates of expenses to submit to the Treasurer and incoming officers and committee chairs.
B. An expense estimate form is available from the Treasurer. Ask each new officer and committee chair to prepare one, considering the previous year's expenditures and new projects planned. Review these forms with the Treasurer to ensure there is adequate income to cover projected expenses. Following are the types of items to keep records on for budgeting: printing, postage, telephone calls, stationery, and general supplies.
C. Mention the state of the treasury as part of the annual report.
D. Work closely with Treasurer during the year to decide on valid expenditures and whether dues adequately cover costs to run the Association.

VI. Liaison with MLA
A. Notify MLA of Nominating Committee Candidate from MLGSCA. This is usually due by April, so the MLGSCA elections need to be held mid-year. MLA sends the Chapter Council Representative a form to be filled out by the candidate.
B. Inform Headquarters of election results. This is done in the annual report or separately if the elections have not been held before the annual report is due to MLA. MLA sends a form requesting names and addresses of certain officers for publication in the MLA directory.
C. Attend MLA annual meeting session for Chapter Chairs. MLA usually sends a form asking who will be attending so that room can be reserved. The President and President-Elect should attend if possible. MLA also organizes an orientation for incoming chapter chairs. Advise the President-Elect of the need to attend this meeting, since the meeting notice sometimes arrives only shortly before the meeting.
D. In the year that MLGSCA is responsible for the Joint Meeting with NCNMLG, notify MLA when the location and date of the meeting are determined so that an MLA officer or board member can attend (coordinate with Joint Meeting Planning Committee).
E. Coordinate with the Public Relations Chair and the Chapter Council Representative to submit items to the MLA News.
F. Send the MLA Executive Director the mid-year progress report (usually due in November), and the annual report (usually due in April).
G. Work closely with the MLA Chapter Council Representative on all matters pertaining to MLA. The Chapter Council Representative is responsible for the Chapter Compliance Report to MLA. The Membership Committee also gets a copy, as well as the list of MLA members in the MLGSCA area.
VII. Liaison with Northern California/Nevada Medical Library Group (NCNMLG):
   A. Communicate with the NCNMLG President, and regularly send:
      1. Advisory Council Minutes
      2. Other pertinent information such as current directory and names of officers and committee chairs.
   B. Ask Membership Chair to add the name of the NCNMLG President to the mailing list so that s/he will receive the newsletter, program announcements, etc.

VIII. Communication with Membership
   A. Write a President's Column for the MLGSCA Blog “Link”.
   B. Prepare an MLGSCA annual report (this can be an update or revision of the report submitted to MLA) for posting on the blog at the end of the term of office.

Travel:

1. The President receives $400.00 travel funding from MLGSCA for expenses to attend the MLA annual meeting and $400 travel funding from MLGSCA for expenses to attend the chapter annual meeting when held (Joint, Quad, or Quint). If the funds are not used during their presidential term it does not carry over.
2.2 PRESIDENT ELECT/PROGRAM CHAIR

As stated in the bylaws:

The duties of the President-Elect shall be to serve as Chapter President whenever the Chapter President is not able to do so, to be responsible for the program and agenda of each Chapter meeting, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

GENERAL DUTIES:
The President-Elect serves a one-year term and then automatically becomes President for the following year. The year officially runs from July 1 through June 30, but duties are generally assumed at the end of the last (Transition) Advisory Council Meeting, usually held in June.

For many years, the President-Elect has concurrently chaired or co-chaired the CE Committee. Thus, the full range of major responsibilities of the President-Elect includes serving as Continuing Education/Program Committee Chair, presiding over the CE/program portions of Chapter meetings, and selecting Committee Chairs for his/her upcoming Presidential term.

For the first nine months or so, the focus is on the responsibilities of the CE position. Starting in about March, the focus shifts to what needs to be done to prepare to assume the presidency.

PRESIDENT-ELECT DUTIES:
As incoming President-Elect – Getting Started
• President-Elect Goals and Objectives are due by mid-July to the incoming President.
• The year’s budget request is due to the Treasurer (incoming or continuing, since this is a two-year position) by mid-July.
  • Expenses are budgeted in two accounts:
    o Miscellaneous expenses, which will be used for the outgoing President’s gift at the end of the year
  • The President-elect/Incoming President is funded $400.00 for Travel, which will be used toward the end of the fiscal year to partially reimburse attendance at the MLA annual meeting. If the funds are not used during their president-elect term it does not carry over.

Throughout the year, work with President to assist in running the organization and to “learn the ropes.”

As outgoing President-Elect – transitioning to President
• Attend the MLA Annual meeting of Incoming Chairs. This seems to be held on the Saturday afternoon before the start of the annual meeting on Sunday. MLA will send an invitation email asking for an RSVP. In 2010, it was referred to as the “MLA Leaders Tea.”
• Prepare a Committee Interest Form for the newsletter, listserv, and website. Encourage members to indicate their interest in all of the committees except for the Nominating Committee, whose members are elected.
• Prior to the Spring CE/Business Meeting, determine the outgoing President’s desires regarding a gift. Examples of previous gifts are jewelry and gift certificates. The cost of the gift should be in line with the amount budgeted, of course. In recent years a certificate of
appreciation has accompanied the gift, as well as flowers, which is traditionally presented at
the Spring meeting so that the membership can be present.

- In May, contact all current committee Chairs to determine their interest in continuing. If
someone does not wish to continue, ask for recommendations to replace him/her as Chair.
- Make sure President-Elect records are complete for the year.
- Weed notebooks and files; make copies of useful materials (including current year’s
records) for the incoming President-Elect
- Send appropriate materials to the Archivist
- Make needed revisions to this Manual.
- Submit any outstanding reimbursement/check requests to the Treasurer.
- Write the annual report, stating what you accomplished. One copy to Archivist and place
one copy in the President-elect files.
- Prepare to lead the afternoon portion of the June transition meeting and to assume the
position of President.
- See MLA “Fact Sheet for Chapters: Four Frequently Asked Questions on
Chapter/Association Relations.” [Appendix 1]
- Check out the (new in 2010) Chapter Chairs’ Manual (MLA) at
http://www.chapterscouncil.mlanet.org/

CE/PROGRAM CHAIR DUTIES:
The following is an abbreviated list of the duties of the CE/Program Chair. Much additional
information about the specific tasks and procedures is found in Section 3.4 Continuing
Education/Program Committee.

As incoming CE/Program Chair:
- At the MLA Annual Meeting in May, the incoming CE Chair or a designee should attend the
Chapter CE Chair Committee meeting. At this meeting the MLA CE Coordinator and the
outgoing and incoming MLA CE Chapter Council Liaisons generally distribute important
information. Also at the MLA Annual Meeting, one or more of the Chapter Sharing
Roundtables generally concerns CE.
- Participate in the MLA Chapter Continuing Education Wiki (see Appendix 1 -description
handout dated April 15, 2010 in Section 3.2)
- Explore the CE section of MLANET, particularly the CE Clearinghouse, the list of local CE
opportunities, and the MLA CE Committee Manual.
- CE Committee Goals and Objectives are due by mid-July to the incoming President.
- The year’s budget request is due to the Treasurer in July or August
  - Expenses are usually budgeted on separate lines for:
    - CE Filing Fees
    - Facility usage fees/charges
    - Food services
    - Reproduction
    - Photocopying
    - Printing
    - Speaker fees
    - Speaker expenses (e.g. airfare, lodging, meals)
    - Supplies (e.g. name tags)
    - Telephone
    - Miscellaneous expenses
Income is budgeted on a single line, “CE/Program Income”

Throughout the year, plan and coordinate meeting programs and CE courses
  - Report on the Committee’s activities to the Advisory Council, and request input to take back to the CE Committee
  - Be in charge of the program portion of Chapter meetings, which includes making announcements, introducing the speakers, etc
  - See Section 3.2 - Continuing Education/Program Committee for detailed procedures for planning and coordinating CE courses and programs

As outgoing CE/Program Chair, at the end of the year:
  - Outgoing CE/Program Chair & Committee are to start the planning of the Fall CE/Program to help the incoming CE/Program Chair & Committee. This change began in 2009 realizing that the incoming CE/Program Chair does not have much time to organize the Fall CE/Program in a few months.
  - Send thank you letters to Committee members
  - Make sure Committee records are complete for the year.
  - Weed notebooks and files; make copies of useful materials (including current year’s records) for the incoming Chair/Co-Chairs
  - Send appropriate materials to the Archivist
  - Make needed revisions to this Manual.
  - Submit any outstanding reimbursement/check requests to the Treasurer.
  - Write the annual report, stating what your Committee accomplished. One copy to Archivist and place one copy in the CE Committee files.
MEDICAL LIBRARY ASSOCIATION

FACT SHEET FOR CHAPTERS

Four Frequently Asked Questions on Chapter/Association Relations

**Question:** What documentation of progress is required from Chapters?

**Answer:** POLICY: A midyear progress report and an annual report are required.

PROCEDURE: An email is sent from headquarters at least thirty days prior to the due date specifying the deadline date and providing guidelines for format, content, and submission of each report.

**Question:** Can a Chapter take a stance on an issue and communicate its position outside MLA (speak for the Association)?

**Answer:** POLICY: Chapters shall not take direct action with respect to Association business or in the name of the Association, but may make recommendations to the Chapter Council regarding Association policies or actions. Only voting members of the Association shall be qualified to move or to vote on such recommendations.

PROCEDURE: Requests for action by the Board should be submitted first to the Chapter Council and then brought to the Board in the form of a motion by the Council Chair.

**Question:** Is it necessary to send copies of correspondence to MLA Headquarters?

POLICY: Chapters may opt to have MLA maintain their archives. If so, Chapters may submit copies of correspondence and minutes of meetings to the Executive Director's Office for retention or archival purposes. In addition to copying headquarters, copies of correspondence may also be sent to other concerned parties as delineated in the chapter manual.
2.3 IMMEDIATE PAST-PRESIDENT

As stated in the Bylaws:

The duties of the Immediate Past President shall be to provide consultative assistance to the Chapter President and Advisory Council so as to ensure continuity of Chapter affairs, to serve ex officio as chair of the Nominating Committee, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

General Duties:

1. Act as a consultant to the Advisory Council and the President.

2. Use the *Log of Motions* to assist the Advisory Council in conducting its meetings. Check that the updated log is sent to the Archivist and posted on MLGSCA’s website.

3. Maintain and coordinate the yearly update of the *MLGSCA Manual*. In March, email the link to the manual (from the MLGSCA website) to those involved to review their sections of the manual. Have them email their changes; or confirm that they have no changes. Incorporate the changes. Be sure to update the section headers to indicate the new review dates and reviewer’s names even where there are no changes. When the update is complete, send the file to the Webmaster for uploading onto the MLGSCA website. Ideally, the update is finished before the June transition meeting, although this is not always possible. The current manual is made available on the website in both Word and PDF formats; the Word version is generally easiest to use during the updating process.

4. Serve ex officio as Chair of the Nominating Committee (see Manual Sections 3.12, 3.12.1, and 1.5).

Travel:

1. The Immediate Past President receives no travel funding from MLGSCA to attend chapter, Joint or MLA Annual Meeting. Allocated travel money not used during their Presidential term does not carry over to the Past President term.


2.4 SECRETARY

As stated in the bylaws:

The term of office of the Secretary shall be one year. An individual may not serve more than three successive terms as Secretary.

The duties of the Secretary shall be to be responsible for incoming and outgoing correspondence; to prepare minutes of all meetings, to distribute notices of Chapter and Advisory Council meetings, to publish annually a list of all committee members and chairs, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

The Secretary is an elected officer serving a term of one year. Duties are assumed at the Advisory Council (AC) Transition Meeting with the incoming Secretary taking minutes at that meeting. The Secretary is a voting member of the AC.

GENERAL DUTIES:

I. Minutes
   A. Record, prepare, and distribute minutes of business meetings.
      1. Include corrections to previous minutes in the approval of the minutes section of subsequent minutes.
      2. List handouts distributed for the meeting at the end of the minutes.
      3. Include an alphabetical list of attendees by geographic site as well as members connecting remotely.
      4. E-mail a draft to the Advisory Council members for initial review.
      5. Post corrected version to MLGSCA blog and email MLGSCA listserv to ask membership to review and send corrections.
      6. Make final corrections and distribute prior to next business meeting for review and approval.
      7. E-mail approved minutes to Webmaster to be mounted on the web site.
      8. Once the minutes are mounted on the web site, e-mail an announcement to the MLGSCA e-mail list, indicating that the final version has been posted.
   B. Record, prepare, and distribute minutes of the Advisory Council meetings.
1. Include an alphabetical list of Advisory Council members attending the meeting in person and participating remotely.

2. Include corrections to previous minutes in the approval of minutes section of subsequent minutes.

3. Add an addendum to the most recent meeting minutes to document any electronic motion(s) conducted between AC meetings, since the minutes have not yet been officially approved.

4. List handouts distributed for the meeting at the end of the minutes.

5. E-mail a draft copy to AC members for comments.

6. E-mail final, approved version of minutes to AC members.

C. At least one day prior to each meeting, e-mail to the AC any minutes or correspondence that might be needed by the Officers or Committee Chairs for reference or for conducting business.

D. The minutes of the June transition meeting should have a motion passed approving new bank account signatures for the new fiscal year. As soon as possible after the meeting, provide the Treasurer with a draft of the minutes that clearly documents the motion to approve the new signatures.

II. Correspondence

A. Issue official correspondence as directed.

B. Provide electronic version of letterhead and/or envelope template for officers and committee chairs upon request. Letterhead should be used for:

   1. Correspondence (officers/committee chairs)
   2. CE certifications (CE/Program Committee)
   3. Exhibitor’s announcements (Joint Meeting Committee)

III. Budget

A. Submit Budget Request form to Treasurer in July, estimating the following suggested expenses for the coming year:

   1. Postage and shipping
   2. Telephone
   3. Travel - The Secretary receives no travel funding from MLGSCA for expenses to attend chapter, Joint or MLA Annual Meeting.
B. Include a summary of the previous year’s expenditures and other budget information in the June Annual Report to aid the incoming Secretary in preparing the next year’s Budget Request Form.

IV. MLGSCA Manual

A. Review Secretary’s section each year and revise if needed to reflect current practice.

B. Provide electronic version to incoming Secretary and Officer responsible for updating the entire manual.

C. Contact appropriate Officer or Committee Chair with suggestions for revisions to other sections if needed.

V. Submitting materials to Archives.

A. Send the Archivist electronic copies of the following, at or around the June transition meeting:

1. Final, approved minutes of the Advisory Council meetings
2. Materials distributed at or prior to the Advisory Council meetings
3. Final, approved minutes of the business meetings
4. Materials distributed at or prior to the business meetings
5. Log of Motions, including all motions and significant AC actions for the year. Work with the current President to prepare this document.
6. Secretary’s annual report (if done)
2.5 TREASURER

As stated in the bylaws:

The term of office of the Treasurer shall be two years. An individual may not serve more than three successive terms as Treasurer.

The duties of the Treasurer shall be to receive and account for all monies due to the organization, to serve ex officio as a member of the Finance Committee, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

The Treasurer is a voting member of the Advisory Council.

Transfer of responsibilities: The Treasurer shall provide necessary training to the incoming Treasurer to allow a smooth transfer of responsibilities in advance of the next administrative year. Officially, the transfer occurs on July 1. Functionally, the exact timing of the transfer is left to the two individuals.

GENERAL DUTIES:
Budget: The Treasurer assists the Advisory Council in preparation of the annual budget. In the spring financial data and analysis for the past several years for each “class” (i.e., each office or committee) and each “account” (i.e., each function, for example “mailing expenses”) is provided, as well as guidance for the preparation of budget requests for the new year. The Treasurer receives the budget requests and compiles them into a proposed budget for approval at the August Advisory Council meeting. The Treasurer submits the approved budget to the Newsletter Editor for publication in the October MLGSCA Newsletter. (In an election year the incoming Treasurer receives the budget requests after the transition meeting and compiles them into a proposed budget).

Accounts: The Treasurer maintains the general checking and investment accounts and arranges for the orderly transfer of banking authority to the new officers at the start of the new administrative year (July 1). The general checking account has as authorized signers the President and Treasurer, with only one signature required for action. The investment accounts have the same authorized signers, but two signatures are required for action. The Treasurer obtains the new signature cards for these accounts and arranges for them to be signed by the necessary individuals. At the Advisory Council’s Transition Meeting, the Treasurer presents the signature changes, the approval of which must be clearly documented in the minutes. Following the meeting, as soon as the minutes are available, the Treasurer sends to the financial institutions: 1) the signed cards; 2) a copy of the minutes; 3) a notarized letter from the MLGSCA President validating the changes. (The Joint Meeting checking account is not the responsibility of the Treasurer, but instead is handled by the Joint meeting chairperson(s).)

Income: The Treasurer receives income from various sources and is responsible for its timely deposit. The Treasurer does not act as a collection officer for uncollected income (e.g., a CE participant who fails to pay for the course is the responsibility of the CE Committee).
Disbursements: The Treasurer insures the timely payment of all invoices and requests for reimbursement. Every payment requires an invoice, bill, receipt or other written documentation of expenses incurred; use of the official "Request for Reimbursement Form" is strongly encouraged. Disbursements for expenditures not included in the approved budget (or for amounts exceeding what was approved by more than $100) require explicit Advisory Council approval.

Records: The Treasurer maintains accurate and up to date records of the general checking and the investment accounts in the QuickBooks program, paper files and other electronic media as appropriate (jump drive, CD Rom, etc). Once a year, records are submitted for review by the CPA. The current CPA firm is Vavrinek, Trine, Day & Co.

Reports: The Treasurer prepares quarterly Location of Assets and Treasurer’s Reports for the Advisory Council, the Finance Chair, and the CPA. The information provided must cover all accounts, including the joint meeting accounts, and must include beginning and ending balances, income, expenditures, assets and liabilities. A narrative summarizing the quarter’s financial activity is also required. An annual financial report covering July 1 - June 30 shall be presented to the Advisory Council, the Finance Chair, and the CPA.

Tax/Report Filings: The Treasurer is responsible for assuring that the CPA files the necessary state and federal forms, on time and in accordance with the MLGSCA’s tax exempt status. Annually, Form 990 must be filed with the IRS, 199 must be filed with the Franchise Tax Board of the State of California, and a Form CT-2 to the California Registry of Charitable Trusts. Also, the Annual Report for General Not-For-Profit Corporations in the State of Illinois (form provided by MLA) must be filed. (Please check with MLA to see if they are filing this form directly). At the end of each calendar year, the Treasurer (and incoming Treasurer if an election year) should meet with the CPA to facilitate the transfer of information for the tax and report filings and to clarify any financial issues. At this time the Treasurer must provide information the CPA will need to complete 1099 forms for each individual who received $600 or more in compensation (as opposed to reimbursement for expenses) from the Group during the preceding year. The Treasurer must maintain file copies of all completed forms, reports and filings.

Treasurer’s Handbook: The Treasurer maintains an up-to-date handbook that details the processes for executing the duties of the office of Treasurer.

Returned check policy (being finalized)

CALENDAR:
January
- P.O. Box rental bill should arrive; charge to Treasurer.
- Provide **quarterly paperwork** to CPA: copies of the general checking account reconciliation pages, the Vanguard monthly statements, all Treasurer’s documents prepared for the Advisory Council, and the Advisory Council Meeting minutes.
- Provide the CPA with 1099 information on individuals who received $600 in the previous calendar year.
- Treasurer and Treasurer-Elect should meet with CPA.

April
- Send quarterly paperwork to CPA.
• Provide figures and analysis covering at least the past three years, to assist Advisory Council members with budget planning for the next fiscal year.

May
• Order signature cards from Bank of America and Vanguard so they will be ready for the June Transition Meeting.
• Prepare reports, guidelines and forms for budget planning, to be handed out at the June Transition Meeting.
• The bill for financial planning services should arrive.

May 15
• Federal IRS form 990 must be filed – MLA helps with this and files chapter group tax filing for Federal Form 990. Ray Naegele, Director of Finance.

June
• At the Transition Meeting, propose a resolution for recording in the official minutes, stating that signers on the various financial accounts be changed to the appropriate incoming officers (by name). These Advisory Council meeting minutes must be sent to the financial institutions along with the new signature cards and a resolution signed by the President and notarized.
• The bill for MLA liability insurance should arrive. (if applicable)

July
• Send quarterly paperwork to CPA.
• Send CPA a list of new officers
• Write goals and objectives to submit to incoming president

August
• Compile budget requests for Advisory Council budget justification meeting.
• Send copy of approved budget to CPA
• Send copy of approved budget to MLGSCA Newsletter for publication in October.

October
• Send quarterly paperwork to CPA.

November
• Work with membership chair to coordinate when membership plans to send the membership renewal e-mail. Online Membership Registration via CVent. Enter Treasurer’s current address for check payments.

December 15
• California Franchise Tax Board form 199 must be filed, with $10 fee. VTD files only the 199 form.
• California Form CT-2 Charitable trust filed

Travel:
1. The Treasurer receives no travel funding from MLGSCA for expenses to attend chapter, Joint or MLA Annual Meeting.
2.6 MLA CHAPTER COUNCIL REPRESENTATIVE AND ALTERNATE

As stated in the bylaws:

The Representative to the Chapter Council and the Alternate Representative to the Chapter Council shall take office at the close of the MLA Annual Meeting, or as stipulated by the Chapter.

The term of office of the Representative to the Chapter Council shall be three years, except that if the Representative’s term be made shorter by action of the Council or the Bylaws of the Medical Library Association, the term will coincide with that action. The term of office of the Alternate Representative to the Chapter Council shall be the same as that of the Representative.

The duties of the Representative to the Chapter Council shall be to represent the Chapter on the MLA Chapter Council by attending meetings of the Council, to transmit to the Council recommendations that have been approved by the Chapter, and to communicate Council business to the officers and membership of the Chapter. The duties of the Alternate Representative to the Chapter Council shall be to attend the meetings of the Chapter Council, to serve as Representative whenever the Representative is unable to do so, and to assume the office of Representative and serve out the unexpired term should the Representative become unable to complete the term of office.

The most important document describing the duties of the Chapter Council Representative and Chapter Council Alternate is the Medical Library Association Chapter Council Procedure Manual. An updated manual is always available at http://www.chaptercouncil.mlanet.org/manuals/ in Word and HTML versions. It is accessible as part of the Chapter Council section on MLANET, the website for the Medical Library Association, http://www.chaptercouncil.mlanet.org/. The information that follows covers only the most essential items from that manual. The MLA Bylaws are the definitive source for any issues that might arise concerning the responsibilities of the Representative and Alternate, and their role in Chapter Council.

GENERAL DUTIES:
The primary duties of the Representative and Alternate are:

Representative:
1. To represent the interests and concerns of the MLGSCA membership in the discussions and activities of the MLA Chapter Council and to report back to the Chapter on significant Chapter Council activities.

2. To work with the MLGSCA President in matters concerning the relationship between the Chapter and the national association, especially in (1) maintaining compliance as an MLA chapter and (2) assuring the requirements and timetable for the annual nomination of the Chapter's Nominee to the MLA Nominating Committee and the triennial election of the Chapter Council Representative and Alternate are met.
3. To assist in keeping the Chapter membership informed of MLA activities at the national level.

4. To fulfill the specific duties of Chapter Council membership, including committee membership and the submission to the Chapter Council Chair of mid-year and year-end activity reports.

5. To communicate with Chapter Council members through the Chapter Council listserv.

6. To work with the Public Relations, Program, and other relevant MLGSCA committees in submitting news items to the "chapter" column in the MLA news.

7. To provide materials for the Chapter Council display table at the MLA Annual meeting. Materials displayed in the past include: membership brochures.

Travel:

1. The MLA Chapter Council Representative receives $400.00 to attend the Chapter Council Meeting at the MLA Annual Meeting. If the funds are not used during their term it does not carry over.

Alternate:

1. To assist the Representative in representing the interest and concerns of the MLGSCA membership in the discussions and activities of the MLA Chapter Council and in reporting back to the Chapter on significant Chapter Council activities.

2. To assist in keeping the Chapter membership informed of MLA activities at the national level.

3. To fulfill the specific duties of Chapter Council membership, including committee membership and in the submission to the Chapter Council Representative of midyear and year-end activity reports.

4. To communicate with Chapter Council members through the Chapter Council listserv.

5. To serve as the Chapter Council Representative whenever the Representative is unable to do so and to assume the office of the Representative and serve out the un-expired term should the Representative become unable to complete the term of office.

Travel:

1. The MLA Chapter Council Alternate receives $400.00 to attend the Chapter Council Meeting at the MLA Annual Meeting. If the funds are not used during their term it does not carry over.
CALENDAR:
Approximate dates for MLA-mandated chapter submissions are as follows. The Representative should work with the various officers to ensure that the deadlines are met. Sample formats and examples for reports and forms are included in the Chapter Council Procedure Manual.

July 1
- Chapter Council objectives to MLA headquarters (Representative and Alternate contribute to Chapter Council Chair objectives.).

November 15
- Midwinter Progress report to MLA headquarters (President submits. Representative and Alternate submit their reports for Chapter Council to Chapter Council Chair.)

March 15
- Name of MLA Nominating Committee nominee to Chair of the Chapter Council Elections Committee (and every three years, name of new Chapter Council Representative and Alternate to Chapter Council Chair). (Representative submits).
- Annual Report due to Chapter Council Chair

Firm dates are set shortly after the May Annual Meeting each year by MLA and the Chapter Council Chair, and some are announced at the New Leaders’ Tea at the Annual Meeting. Reminders of deadlines are usually posted on the Chapter Council listserv and/or the Chapter Chairs listserv.

MEETINGS:
The only full meetings of the Chapter Council are held at the MLA Annual Meetings. Since 1998, the one meeting is scheduled the day before the beginning of the Annual Meeting from 8:00 a.m. to 4:00 p.m. It is very important that the Representative and Alternate attend these meetings. In the absence of the Representative, only the designated Alternate can vote on behalf of the Chapter. MLGSCA provides Representatives and Alternates funding to offset expenses required for attending the Chapter Council meeting. This amount is decided yearly at the MLGSCA Advisory Council Budget meeting.
2.7 MLA NOMINATING COMMITTEE CANDIDATE

In 2012, Section 2.7 was moved to the Nominating Committee section of the Manual with a new number Section 3.12.1 because Section 2 is devoted to Advisory Council: Elected Officers.
3.1 AWARDS COMMITTEE

COMMITTEE CHARGE

The Awards Committee is responsible for developing and maintaining standards and guidelines for the following awards:

1. MLA Scholarship Donation;
2. Louise Darling MLGSCA Achievement Award
3. MLGSCA Outstanding Health Sciences Library Paraprofessional of the Year Award;
4. MLGSCA Lifetime Achievement Award;
5. MLGSCA Professional Development Awards;
6. MLGSCA Library School Student Scholarships;
7. MLGSCA Scholarship for Paraprofessionals in Health Sciences Libraries

The Committee also develops procedures and guidelines for the establishment and maintenance of an ongoing "Scholarship Fund" from which monies are used to fund awards.

The Awards Committee Chair is appointed by the President and serves as an ex-officio non-voting member of the Advisory Council.

Committee members are requested to serve based upon their choices on the Committee Interest Form distributed by the President-elect in the spring, or by personal contact with the Chair. Committee members may serve more than one year.

GENERAL DUTIES:

Budget Preparation: Chair prepares a budget to submit to the Advisory Council for approval at its first meeting of the new organization year (after July 1st). Budget should include amounts needed for the awards listed in the committee charge and any related expenses.

Reports: The Chair reports to the membership at business meetings of the group, and to the Advisory Council at its meetings, and to the President for the MLA mid-year & annual reports. Committee members should contribute to reports along with discussion list activities, recent accomplishments and current projects.

At the end of the year, a Committee annual report is submitted to the Archivist and a copy is retained in the Committee's files for his/her successor. This report includes a summary of the year's activities, the names of members of the Committee, expenditures for the year, and recommendations for next year's budget as well as for any operational changes.

AWARDS:
1. MLA Scholarship Donation

It is the responsibility of the Awards Chair to write thank you letters to MLGSCA members who contribute to this fund. The majority of the letters are generated during MLGSCA membership renewal time. The Treasurer of MLGSCA will forward the names of those who have contributed.

2. Louise Darling MLGSCA Achievement Award
Purpose: The purpose of the Louise Darling MLGSCA Achievement Award is to honor the significant contributions to health sciences librarianship, as well as to the Medical Library Group of Southern California and Arizona.

Criteria:

A. Candidate's contribution is significant towards the advancement of health sciences librarianship through the endeavors of the Medical Library Group of Southern California and Arizona.

B. Candidate's contributions include, but are not limited to: service, publications, presentations, and projects.

C. Candidate must hold membership in MLGSCA at the time of election and be a member for a minimum of two years.

Award Guidelines: Nominations shall be made by the MLGSCA membership. Requests for nominations are solicited through the Fall issue of MLGSCA Newsletter and the Awards Committee Chair’s request for nominations at the Fall meeting with a deadline of February 15th. Persons nominating candidates shall provide the Awards Committee with a letter of nomination and an Application for Nomination form. Awards Committee members nominated will be excluded from the selection process.

The Awards Committee reviews nominations and recommends candidates to the Advisory Council for final approval at its meeting prior to the Spring general business meeting. Candidates will be excluded from award discussions. Runner-up candidates may be recommended by the Committee in the event the primary candidate is not approved.

The Chair is responsible for seeing that a check to the winner (for $500) is prepared by the Treasurer, and for arranging that an engraved plaque be ready for presentation along with the check at the spring business meeting. Hollywood Plaques, 1649 N. Las Palmas Avenue, Los Angeles, 90028, (323) 463-6588 has a JPEG copy of the MLGSCA logo on file, and provides overnight service.

The Chair prepares an article for MLGSCA Link on the award recipient and announces the winner on the MLGSCA Listserv after the spring business meeting.

The Louise Darling MLGSCA Achievement Award is given annually. The number of candidates per year is at the discretion of the Awards Committee. Candidates can only receive this award once in their lifetime. If no suitable candidates are nominated, the award is not given. Discussions during the selection process of both the Awards Committee and the Advisory Council are not a matter of public record.

The award is usually presented by the President during the Spring Meeting and is announced in MLGSCA Link following the presentation. The recipient will receive $500 and a commemorative item which states:

THE LOUISE DARLING MLGSCA ACHIEVEMENT AWARD
PRESENTED TO
NAME
DATE
PLACE
IN HONOR OF SIGNIFICANT CONTRIBUTIONS TO
HEALTH SCIENCES LIBRARIANSHIP

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Form: Deadline February 15

Nomination form is available on MLGSCA website.  
http://www.mlgsca.mlanet.org/forms/Darling.pdf

THE LOUISE DARLING  
MLGSCA ACHIEVEMENT AWARD  
APPLICATION FOR NOMINATION

Name of Candidate:_______________________________________________________
Institution:________________________________________________________________
Address:__________________________________________________________________
City, State, Zip:________________________________________________________________
Telephone:__________________________________________________________________

Describe why the candidate should receive the MLGSCA Achievement Award:

Nomination submitted by:_____________________________________________________
Address:__________________________________________________________________
City, State, Zip:________________________________________________________________
Telephone: (day)____________________ (night)__________________________

Return to: MLGSCA  
Nomination: Louise Darling MLGSCA Achievement Award  
Chair, Awards Committee  
P.O. Box 6006
3. MLGSCA Outstanding Health Sciences Library Paraprofessional of the Year Award;

Purpose: The purpose of the Outstanding Health Sciences Library Paraprofessional of the Year Award is to honor an outstanding library paraprofessional in a health sciences library and to recognize the critical role and important contributions library paraprofessionals make to the development and evolution of modern health sciences libraries and librarianship.

Criteria: Considerations/criteria for nominating a paraprofessional for this award include, but are not limited to, a paraprofessional that:

A. Provides consistently, excellent library service.
B. Continually suggests improvements or innovative ideas and is willing to take the lead in making good suggestions a reality.
C. Encourages and promotes the library’s mission, facilities and resources.
D. Enhances the promotion and marketing endeavors of the library through facilitating productive, effective communication between users and the library.
E. Is professionally curious and is willing to take risks, even if that means moving beyond their comfort zone.
F. Is a lifelong learner and regularly attends training or other local or regional events to improve their skills and knowledge base.

Guidelines: Nominations can be made by any MLGSCA member and sent to the Awards Committee chair. Please use the available form. Nomination deadline is July 1st.

The Awards Chair prepares an article about the Outstanding Health Sciences Library Paraprofessional of the Year Award for the Spring issue of MLGSCA Link and the MLGSCA listserv inviting nominations from the membership.

Frequency and Number of Awards: The Outstanding Health Sciences Library Paraprofessional of the Year Award is given annually to one outstanding paraprofessional in a health sciences library (only once in a candidate’s lifetime). If there are no suitable candidates nominated, the award is not given. Discussions during the selection process of both the Awards Committee and the Advisory Council are not a matter of public record. The award is usually presented by the MLGSCA President during the Fall Meeting.

The Awards Committee reviews the nominations and selects one awardee to recommend to the Advisory Council for approval prior to the Fall meeting. This may be the Budget Meeting in July/August. Runner-up awardees may be recommended by the Committee in the event the primary awardee is not approved.

At the Spring meeting of MLGSCA the Awards Chair makes an announcement requesting nominations for the Outstanding Health Sciences Library Paraprofessional of the Year Award.

The Award Chair is responsible for seeing that the engraved plaque and $250 check for the winner is ready for presentation at the Fall Meeting.
Outstanding Health Sciences Library Paraprofessional of the Year Award

This award is for an outstanding library paraprofessional currently employed in a health sciences library. It recognizes the critical role that paraprofessionals play in providing essential library services.

The criteria include providing excellent library services, suggesting improvements or innovative ideas for library services, encouraging use of the library resources, or enhancing communication between the support and professional staff.

Nominee

Institution

Address

City, State, Zip

Email

Telephone number

Please attach the following:
Brief description of the contributions this paraprofessional has made to the library program. Include any outstanding or special programs, awards, and/or special circumstances which in your judgment qualify this person as an outstanding contributor to your library program.

The nominator must be a member of MLGSCA. Nomination deadline – July 1st

Nominator

Institution

Address

City, State, Zip

Email

Telephone number

Return to:
Nomination for Outstanding Health Sciences Library Paraprofessional of the Year Award
MLGSCA Chair, Awards Committee
P.O. Box 6006
Irvine, CA 92616-6006
4. MLGSCA Lifetime Achievement Award

Purpose: The purpose of the Lifetime Achievement Award is to honor the significant lifetime achievements of an MLGSCA member who has made lasting contributions to the profession of health sciences librarianship beyond the scope of the chapter.

Criteria:
A. Candidate’s sustained lifetime contributions (meant for an entire body of work, not just a single achievement) have been significant toward the advancement of librarianship on a national and/or international level. Contributions include, and are not limited to, service, publications, presentations, mentorship, research, education and training, innovative technology, and creative projects.

B. Candidate’s distinguished career in health sciences librarianship is over twenty years.

C. Candidate has been a member of MLGSCA for at least five years and is a current member.

Award Guidelines:
A. The MLGSCA Advisory Council will make the formal award selection. The candidates will be recognized in the profession and be leaders in the field.

B. Person nominating candidate will provide the Awards Committee with a letter of nomination and the Application for Nomination form, found on the MLGSCA website, no later than November 1.

C. All members will send their nominations to the Awards Committee, who will then review the nominations and recommend candidate(s) to the Advisory Council. Candidates will be excluded from selection process both at the Awards Committee level and the Advisory Council.

D. The Lifetime Achievement Award is given only when candidates clearly meet or exceed eligibility criteria, and once in a candidate’s lifetime.

E. The Deadline for this award is November 1.

Discussions during the selection process of both the Awards Committee and the Advisory Council are confidential.

The MLGSCA President will present the award at a chapter program or Joint Meeting. A newsletter announcement will follow the presentation. The recipient will receive a commemorative item that states:

MLGSCA LIFETIME ACHIEVEMENT AWARD
PRESENTED TO
NAME
DATE
PLACE

IN HONOR OF OUTSTANDING LIFETIME CONTRIBUTIONS IN THE FIELD OF
HEALTH SCIENCES LIBRARIANSHIP

Form: Deadline Nov 1

MLGSCA LIFETIME ACHIEVEMENT AWARD
APPLICATION FOR NOMINATION

Name of Candidate:_______________________________________________________
Institution:_______________________________________________________________
Address:_______________________________________________________________
City, State, Zip:________________________________________________________
Telephone:_____________________________________________________________

Describe why the candidate should receive the MLGSCA Lifetime Achievement Award (include all National or international contributions to the advancement of Librarianship):

Nomination submitted by:________________________________________________
Address:_______________________________________________________________
City, State, Zip:________________________________________________________
Telephone: (day)_____________________(night)____________________________

Return to: MLGSCA

Nomination: MLGSCA Lifetime Achievement Award
5. MLGSCA Professional Development Awards

Purpose: To support professional development activities including attendance at classes, conferences and meetings; To provide MLGSCA members with the opportunity to increase their competence in the theoretical, administrative and/or technical aspects of librarianship.

Criteria: The applicant must:
- A. Be a regular member of MLGSCA;
- B. Hold a graduate degree in library/information science;
- C. Be a practicing medical librarian with at least two years of professional experience.

Consideration will be given to outstanding candidates who do not meet all of the eligibility criteria.

Award Guidelines: Deadlines for applications are September 15th and February 15th. Application forms are located on the MLGSCA web site and include eligibility criteria and standards. The Awards Committee reviews applications and recommends candidates to the Advisory Council which approves granting the awards. Awards Chair informs Treasurer to send checks to the recipients. Awards range from $100 - $500. More than one award may be offered in a year. Awards Committee screens applications and recommends candidate(s) to the Advisory Council of MLGSCA which has the authority to grant the award(s).

Form: Deadlines: September 15th; February 15th

Nomination form is located on the MLGSCA website.
http://www.mlgsca.mlanet.org/forms/profdev.pdf
NOTE: The completed application must be received by the Chair of the Awards Committee no later than September 15 or February 28. Please type or print legibly all the required information.

Name: _______________________________________________________________
Institution: __________________________________________________________
Address: _____________________________________________________________
City, State, ZIP Code: _________________________________________________
Telephone: (day) ____________________________ (evening) __________________
Date MLS degree received: _____________________________________________
Name and address of institution: ________________________________________
_____________________________________________________________________
_____________________________________________________________________
Professional employment for the last 5 years, if applicable; attach additional sheets if necessary
Institution City/State Duties
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Statement of career objectives and how the MLGSCA Professional Development Award would help you to attain them. Include any information which might be relevant to the award criteria, such as course work or CE activities, honors or awards, membership in the Academy of Health Information Professionals. Attach additional sheet if necessary.

Purpose of requesting an award and amount requested: __________________________
_______________________________________________________________________
_______________________________________________________________________
Signature: ____________________________ Date: ____________________________
6. MLGSCA Library School Student Scholarship

The Medical Library Group of Southern California and Arizona (MLGSCA) continually and vigorously supports the recruitment of outstanding candidates to the profession of health sciences librarianship. One mechanism employed by MLGSCA is through the provision of student scholarships. One scholarship of $1500 is awarded annually to an excellent library/information science student who has shown evidence of interest in pursuing the health sciences specialization in librarianship.

The scholarship is intended to provide support during a student's course of study. The scholarship funds can be used as desired by the recipient.

Eligibility

Student scholarship applicants must meet all criteria to be considered. A student must:

• Be a member of MLGSCA, either as a regular paying member or via a free student membership, having met the criteria for a free student membership. A free student membership application may accompany the scholarship application, and

• Be enrolled in and actively attending an ALA-accredited master’s degree program such as MLS, MIS, MLIS, and

• Be a citizen of or have permanent residence in the United States or Canada, and

• Complete and meet all requirements of the online scholarship application.

Past recipients of the MLGSCA Student Scholarship are not eligible for a second scholarship.

The following materials are required for application and must be received by December 15.

• one copy of the completed application form

• a minimum of two letters of reference and no more than three

• a transcript (unofficial copy is satisfactory) from each college or university attended

• a statement of career objectives

Scholarship payment will be made at the time of the award. The recipient will be notified in April. If there are no appropriate candidates, the association may elect not to award the scholarship in a given year.

A. The amount of the scholarship shall be $1,500 per recipient. However, the scholarship jury, in consultation with the MLGSCA Advisory Council, reserves the right to revise the amount of scholarship award. Any changes in the scholarship amount for any given year shall be publicized when applications are solicited.

B. Frequency and Number of Awards: One student scholarship shall be awarded annually. However, the scholarship jury, in consultation with the MLGSCA Advisory Council, reserves the right to revise the frequency and number of awards. If there are no appropriate candidates, the organization may elect not to
award the scholarships in a given year.

Administration: The MLGSCA Student Scholarship Jury that reports to the MLGSCA Awards Committee shall administer the MLGSCA Student Scholarship Program. The Jury shall consist of a minimum of 3 members and a maximum of 5. To preserve impartiality in the deliberation and selection process, no member of the Jury shall be an Advisory Council Member. However, the foreperson of the Jury shall regularly report on the activities of the group to the Advisory Council.

Selection of Jury members: In November the President shall issue a call for volunteers to serve on the Jury. The Awards Committee, in conjunction with the President, shall select jury members and alternates. The jury should consist of members of MLGSCA who are recognized by their peers as impartial and qualified judges.
The duties of the MLGSCA Student Scholarship Jury shall be:

- To receive and review all applications.
- To make a fair and impartial selection of scholarship recipients based on compliance with criteria publicly known and distributed to all applicants.
- If no appropriate candidates apply in a given year, no award shall be made.
- It is inappropriate for a Jury member to write a letter of recommendation for a candidate. If this occurs, the Jury member should recuse him/herself from Jury membership.
- After jurors complete their deliberations and select recipients of scholarships, they inform the Awards Chair, who then informs the Advisory Council.

After selection of the scholarship recipient, the Awards Chair arranges for the check to be written for the awardee. If an awardee is present at the Spring meeting, s/he may receive the check there, or have it mailed directly to his/her home address. Awards Chair shall assist Newsletter Chair in obtaining biographical information and pictures, if possible, for publication in MLGSCA Link. Awards Chair will also announce winners on MLGSCA listserv.

Timetable:

- Call for Jurors: November
- Deadline for submission by candidates: December 15th
- Deliberation: January – February
- Selection Announcement: March - April

Criteria to consider in the selection of scholarship recipients

Points are awarded (100 maximum) to each applicant based on the materials submitted in the application packet:

- Evidence of interest in health sciences librarianship. Consider previous or current work experience, prior coursework in the health sciences, as well as reasons for interest stated in essay. (20 points)
- Career objectives (part of application). Consider the clarity of the candidate’s career objectives as stated in the short essay. (20 points)
- Letters of reference (minimum of 2 required). Consider the consistency of comments by referees. (20 points)
- Attendee at Southern California/Arizona Library School (10 points)
- Undergraduate education major/minor. Consider preparation in the sciences. (10 points)
- Work history. Consider previous library employment and/or work in health sciences field of librarianship (20 points)

Form: Deadline December 15
Medical Library Group of Southern California and Arizona
Scholarship

Submission Information and Application

The Medical Library Group of Southern California and Arizona (MLGSCA) continually and vigorously supports the recruitment of outstanding candidates to the profession of health sciences librarianship. One mechanism employed by MLGSCA is through the provision of student scholarships. One scholarship of $1500 is awarded annually to an excellent library/information science student who has shown evidence of interest in pursuing the health sciences specialization in librarianship.

The scholarship is intended to provide support during a student's course of study. The scholarship funds can be used as desired by the recipient.

Eligibility

- Any individual who is enrolled in or entering an ALA-accredited master's program in library and information science (preferred) and who shows evidence of interest (through their application) in health sciences librarianship.
- The applicant must be a citizen of or have permanent residence in either the United States or Canada.
- Past recipients of the MLGSCA Student Scholarship are not eligible to apply.
- Priority will be given to applicants enrolled in a library school located in Southern California or Arizona.
- Applicants need not be a member of MLGSCA or the Medical Library Association to be considered.

The following materials are required for application and must be received by December 15.

- one copy of the completed application form
- a minimum of two letters of reference and no more than three
- a transcript (unofficial copy is satisfactory) from each college or university attended
- a statement of career objectives

Scholarship payment will be made at the time of the award. The recipient will be notified in April. If there are no appropriate candidates, the association may elect not to award the scholarship in a given year.

Preferred: Please email as an attachment to: Lauradotstubblefieldatsharpdotcom

or

Print one copy of the completed application and related documents and mail to:

Laura Stubblefield, Chair MLGSCA Awards Committee
Sharp Memorial Hospital Medical Library, 7901 Frost Street, San Diego, CA 92123
Medical Library Group of Southern California and Arizona: Scholarship Application

The MLGSCA Awards Committee Chair must receive one copy of the completed application and related documents by December 15. Please type all information requested.

Part I: Applicant Information

1. Name

Last  First  Middle or Maiden

2. Current Address

Street Number

City  State  Zip Code

Until (date)  Telephone (include area code)

3. Permanent Address:

Street Number

City  State  Zip Code

Until (date)  Telephone (include area code)

4. Citizenship (country)

5. Permanent Residence Status (if applicable)  Canada  United States

6. If not currently enrolled, list ALA-accredited library schools to which you have applied, and indicate those at which you have been accepted.


7. For what period would this scholarship be used?


8. Anticipated date of library school degree:
9. Will you be a full-time student?  _____ Yes  _____ No

10. If not, how many courses will be taken each term? (Please specify quarter or semester.)

Part II: Education

11. Please provide a photocopy of transcripts of your scholastic record from each college or university that you have attended.

12. List in chronological order all colleges, universities, and professional schools attended, with the most recent first.

13. If one of the sciences was not your major or minor subject, list the credits you have earned in specific sciences:

Part III: Experience

14. List all full-time or otherwise significant jobs you have held, starting with the most recent.

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Part IV: Other Accomplishments

15. Honors, scholarships, or awards you have received:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

16. Membership in honor societies and professional organizations:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

17. Activities and interests (campus, community, other):

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Part V: References

18. A copy of the reference form is enclosed. **Both references must come directly from the individual writing the reference, along with a copy of the letter of reference form and be received by December 15 in order for an application to be considered. Preferred: Ask the reference provider to email the letter to:** Lauradotstubblefieldatsharpdotcom

Or

**Provide a pre-addressed, stamped envelope for each reference so that they are mailed directly to:** Laura Stubblefield, Chair MLGSCA Awards Committee, Sharp Memorial Hospital Medical Library, 7901 Frost Street, San Diego, CA 92123.

List below the individuals from whom you have requested references.

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</table>
Part VI: Career Objectives

19. Use the space below to write a short essay, describing your career objectives and how your immediate academic plans contribute to their attainment.

The information supplied by me on this application is true and correct to the best of my knowledge, and I understand that misrepresentation may cause denial or withdrawal of the scholarship.

Signature ________________________________ Date ______________

If sending this completed form electronically, please type your name above and check this box:

☐ By checking this box, I attest that the completed information is accurate. Please accept this as my signature.
Medical Library Group of Southern California and Arizona: Scholarship

Letter of Reference

___________________________________________________________________________

Name of applicant

The applicant should fill out the line above and give this form to a person not related to the applicant who is acquainted with the applicant’s character, education, abilities, and interest in the health sciences.

To Writers of Letters of Reference
The applicant whose name appears above has applied for a scholarship from the Medical Library Group of Southern California (MLGSCA) to attend an American Library Association-accredited graduate school. Please give us your candid opinion of the applicant's scholarship, personality, and potential postgraduate study in library science, with a specialty in health science. Use the reverse side of the form if necessary. Please return by December 15 to:
Laura Stubblefield, Chair MLGSCA Awards Committee, Sharp Memorial Hospital Medical Library, 7901 Frost Street, San Diego, CA 92123.
Email: Lauradotstubblefieldatsharpdotcom

Please type or print legibly. Thank you for your assistance.

___________________________________________________________________________

Name

Position

Institution

Address
7. MLGSCA Scholarship for Paraprofessionals in Health Sciences Libraries

Purpose: The Medical Library Group of Southern California and Arizona (MLGSCA) continually and vigorously supports the recruitment of outstanding candidates to the profession of health sciences librarianship. One mechanism employed by MLGSCA to accomplish this, is through the provision of a scholarship for paraprofessionals working in health sciences libraries. The amount of $1500 shall be given annually and is intended to provide support for a paraprofessional currently working in a health sciences library and who has shown evidence of interest in pursuing the health sciences specialization in librarianship. It is expected that the funds will be used to support the recipient’s educational goals leading to the professional degree in librarianship. Moreover, recipients will be expected to show evidence of this expectation having been met in form of documentation, i.e., transcripts of completed coursework.

The amount of the scholarship shall be $1,500. However, the Scholarship for Paraprofessionals in Health Sciences Libraries jury and the MLGSCA Awards Committee, in consultation with the MLGSCA Advisory Council, reserve the right to revise the amount of the scholarship. Any changes in the scholarship amount for any given year shall be publicized when applications are solicited.

Guidelines: One Scholarship for Paraprofessionals in Health Sciences Libraries shall be given annually. However, the Scholarship for Paraprofessionals in Health Sciences Libraries jury and the MLGSCA Awards Committee, in consultation with the MLGSCA Advisory Council, reserve the right to revise the frequency and number of scholarships. If there are no appropriate candidates, the organization may elect not to give the scholarship in a given year or award a second student scholarship.

The MLGSCA Scholarship for Paraprofessionals in Health Sciences Libraries Jury reports to the MLGSCA Awards Committee which shall administer the MLGSCA Scholarship for Paraprofessionals in Health Sciences Libraries program. The Jury shall consist of a minimum of three (3) members and a maximum of five (5). To preserve impartiality in the deliberation and selection process, no member of the Jury shall be an Advisory Council Member. However, the foreperson of the Jury shall regularly report on the activities of the group to the Advisory Council through the Awards Committee.

Selection of Jury members:

In November the President shall issue a call for volunteers to serve on the Jury. The Awards Committee, in conjunction with the President, shall select jury members and alternates. The jury should consist of members of MLGSCA who are recognized by their peers as impartial and qualified judges.

The duties of the MLGSCA Scholarship for Paraprofessionals in Health Sciences Libraries Jury shall be:

- To receive and review all applications.
- To make a fair and impartial selection of scholarship recipients based on compliance with criteria publicly known and distributed to all applicants.
- If no appropriate candidates apply in a given year, no scholarship shall be given.
• It is inappropriate for a Jury member to write a letter of recommendation for a candidate. If this occurs, the Jury member should recuse him/herself from Jury membership.
• After jurors complete their deliberations and select a recipient of the scholarship, they inform the Awards Chair, who then informs the Advisory Council.

After selection of the scholarship recipient, the Awards Chair arranges for a check to be written for the recipient. If present at the Spring meeting, the recipient may receive the check at the meeting, or have the check mailed directly to a home address. The Awards Chair shall assist the Blog Chair in obtaining biographical information and pictures, if possible, for publication in the MLGSCA newsletter. The Awards Committee Chair will also announce winners on MLGSCA listserv.

Any individual who is enrolled in or planning to enroll (has received acceptance to) an ALA-accredited masters program in library and information science and who shows evidence of interest (through their application) in health sciences librarianship. The applicant must be a citizen of the United States or have permanent residence in either the United States or Canada. Past recipients of the MLGSCA Student Scholarship are not eligible to apply.

Priority will be given to applicants enrolled in a graduate school located in Southern California or Arizona. Applicants need not be a member of MLGSCA or MLA in order to be considered.

**Application (deadline Dec 15)**

[http://www.mlgscamlanet.org/forms/MLGSCA_scholarship_award_paraprofessionals.doc](http://www.mlgscamlanet.org/forms/MLGSCA_scholarship_award_paraprofessionals.doc)

**Timetable:**
- Call for Jurors: November
- Deadline for submission by candidates: December 15th
- Deliberation: January – February
- Selection Announcement: March - April

**Criteria to consider in the selection of scholarship recipients**

Points are awarded (100 maximum) to each applicant based on the materials submitted in the application packet:

• Currently employed as a paraprofessional in a health sciences library (50 points)
• Evidence of interest in health sciences librarianship. Consider previous or current work experience and career objectives (part of application). Consider the clarity of the candidate’s career objectives as stated in the short essay. (20 points)
• Letters of reference (minimum of 2 required). Consider the consistency of comments by referees. (20 points)
Medical Library Group of Southern California and Arizona

Scholarship for Paraprofessionals in Health Sciences Libraries

Submission Information and Application

The Medical Library Group of Southern California and Arizona (MLGSCA) continually and vigorously supports the recruitment of outstanding candidates to the profession of health sciences librarianship. One mechanism employed by MLGSCA in order to accomplish this, is through the provision of the Scholarship for Paraprofessionals in Health Sciences Libraries. This scholarship is targeted to health sciences library paraprofessionals. An amount of $1500 shall be given annually and is intended to provide educational support for a paraprofessional working in a health sciences library and has shown evidence of interest in pursuing the health sciences specialization in librarianship. It is expected that the funds will be used to support the recipient's educational goals leading to the professional degree in librarianship. Moreover, recipients will be expected to show evidence of this expectation having been met in the form of documentation, i.e., transcripts of completed coursework.

Eligibility

- Any individual who is enrolled in or entering an ALA-accredited masters program in library and information science and who shows evidence of interest (through their application) in health sciences librarianship.
- The applicant must be currently employed as a paraprofessional in a health sciences related library.
- The applicant must be a citizen of or have permanent residence in either the United States or Canada.
- Past recipients of the MLGSCA Student Scholarship are not eligible to apply.
- Priority will be given to applicants enrolled in a graduate school of library and information science located in Southern California or Arizona.
- Applicants need not be a member of MLGSCA or the Medical Library Association to be considered.

The following materials are required for application and must be received by December 15.

- one copy of the completed application form
- a minimum of two letters of reference and no more than three
- a transcript (unofficial copy is satisfactory) from each college or university attended
- a statement of career objectives

The recipient will be notified and payment made in April. If there are no appropriate candidates, the association may elect not to award the scholarship in that year.

Preferred: Please email as an attachment to: Lauradotstubblefieldatsharpdotcom or
Print one copy of the completed application and related documents and mail to:
Laura Stubblefield, Chair MLGSCA Awards Committee
Sharp Memorial Hospital Medical Library
7901 Frost Street
San Diego, CA 92123
Medical Library Group of Southern California and Arizona

Scholarship for Paraprofessionals in Health Sciences Libraries

The MLGSCA Awards Committee Chair must receive one copy of the completed application and related documents by December 15.

Please type all information requested.

Part I: Applicant Information

1. Name

Last First Middle or Maiden

2. Current Address

Street Number

City State Zip Code

Until (date) Telephone (include area code)

3. Permanent Address:

Street Number

City State Zip Code

Until (date) Telephone (include area code)

4. Citizenship (country)

5. Permanent Residence Status (if applicable)  ____Canada  ____United States

6. If not currently enrolled, list ALA-accredited library schools to which you have applied, and indicate those at which you have been accepted.

7. For what period would this scholarship be used?

8. Anticipated date of library school degree:
9. Will you be a full-time student?  ____ Yes  ____ No

10. If not, how many courses will be taken each term? (*Please specify quarter or semester.*)

Part II: Education

11. Please provide a photocopy of transcripts of your scholastic record from each college or university that you have attended.

12. List in chronological order all colleges, universities, and professional schools attended, with the most recent first.

13. If one of the sciences was not your major or minor subject, list the credits you have earned in specific sciences:

Part III: Experience

14. List all full-time or otherwise significant jobs you have held, **starting with those in health sciences related libraries.**

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Part IV: Other Accomplishments

15. Honors, scholarships, or awards you have received:
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16. Membership in honor societies and professional organizations:
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17. Activities and interests (campus, community, other):
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Part V: References

18. A copy of the reference form is enclosed. Both references must come directly from the individuals writing the references, along with a copy of the letter of reference form and be received by December 15 in order for an application to be considered. Preferred: Ask the reference provider to email the letter to: Lauradotstubblefieldatsharpointcom

OR

Provide a pre-addressed, stamped envelope for each reference so that they are sent directly to: Laura Stubblefield, Chair MLGSCA Awards Committee, Sharp Memorial Hospital Medical Library, 7901 Frost Street, San Diego, CA 92123.

List below the individuals from whom you have requested references.

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</table>
Part VI: Career Objectives

19. Using the space below, write a short essay, typed only, describing your career objectives, especially related to a career in health sciences librarianship, and how your immediate academic plans contribute to their attainment.

The information supplied by me on this application is true and correct to the best of my knowledge, and I understand that misrepresentation may cause denial or withdrawal of the scholarship.

Signature ___________________________________ Date ______________________

If sending this completed form electronically, please type your name above and check this box:

☐ By checking this box, I attest that the completed information is accurate. Please accept this as my signature.
Medical Library Group of Southern California and Arizona

Scholarship for Paraprofessionals in Health Sciences Libraries

Letter of Reference

Name of applicant

The applicant should fill out the line above and give this form to a person not related to the applicant who is acquainted with the applicant’s character, education, abilities, and interest in the health sciences.

To Writers of Letters of Reference

The applicant whose name appears above has applied for a Scholarship for Paraprofessionals in Health Science Libraries from the Medical Library Group of Southern California and Arizona (MLGSCA) to attend an American Library Association-accredited graduate school. Please give us your candid opinion of the applicant’s scholarship, personality, and potential postgraduate study in library science, with a specialty in health science. Use the reverse side of the form if necessary. Please return by December 15 to: Laura Stubblefield, Chair MLGSCA Awards Committee, Sharp Memorial Hospital Medical Library, 7901 Frost Street, San Diego, CA 92123.

Email: Lauradotstubblefieldatsharppdotcom

Please type or print legibly. Thank you for your assistance.

Name

Position

Institution

Address
3.2 BLOG

Committee Charge: The Blog Committee publishes MLGSCA Link (http://www.mlsca.mlanet.org/newsletter/), the official blog of the Medical Library Group of Southern California & Arizona, a chapter of the Medical Library Association. Until 2010, this committee was known as the “Newsletter Committee.”

Purpose: MLGSCA Link enhances timely communication with MLGSCA members, encourages contributions through blog posts and comments, and seeks to increase participation in MLGSCA activities. The blog agrees with and bases their guidelines on the MLA’s Task Force on Social Networking Software, Blog Guidelines (available online at http://sns.mlanet.org/blog/blog_index.php).

1. Committee Membership and Responsibilities
   a. The President appoints two co-chairs of the Blog Committee. The co-chairs have complete responsibility for overseeing the writing, publication and management of the blog.
   b. The co-chairs will name an unspecified number of committee members; four total members seems to work best. If the President does not receive a sufficient number of volunteers from the Committee Interest Form, the co-chairs and/or President will recruit additional members. Suggestions for committee members and responsibilities include:
      • Chair: Responsibilities include managing overall workflow, soliciting article ideas, publishing the majority of blog articles, corresponding with Advisory Committee (A.C.) members.
      • Co-Chair: Responsibilities include everything related to advertisements (e.g., corresponding with Public Relations Committee regarding advertisements), and assisting Chair with publishing blog articles.
      • Writer: Responsibilities include writing and publishing original content blog articles.
      • Technical: Responsibilities include managing technical aspects such as Google Analytics, Feedburner, formatting issues, as well as liaising with the MLGSCA webmaster to keep up integration of the blog and MLGSCA webpage.
   c. The Chair should send a list of the committee members to the President prior to the Transition Meeting.
   d. Institutional and Geographic Diversity: An effort should be made to have representation from various types of libraries (e.g., academic, hospital, corporate) and various geographic regions (e.g., Tucson, Phoenix/Scottsdale, San Fernando Valley, East LA (USC), West LA (UCLA), Long Beach, Orange County (UCI), San Diego, Fresno, Bakersfield, Riverside, Loma Linda) within MLGSCA.
   e. Committee meetings are held at the discretion of the co-chairs. Most matters are handled via email but quarterly virtual or conference call meetings are encouraged.
   f. At the end of the year the co-chairs should write a “thank you” letter to each Blog Committee member, and to each blog post author, documenting his or her participation. Documentation may be necessary for membership in MLA’s Academy of Health Information Professionals (AHIP).
2. **Finances**
   a. Budget: An annual budget is prepared and submitted to the Treasurer after the Advisory Council's Transition Meeting (usually held in June). The budget should be based on the previous year's expenditures (contact treasurer).
   b. Expenses: Expenses may include:
      - New/upgraded software (e.g. Microsoft Publisher, Adobe Acrobat)
      - Hardware (e.g. digital camera, memory sticks): A payment form should be requested from the Treasurer to process invoices. Credit applications required by a vendor should be forwarded to the Treasurer for processing.

3. **Goals And Objectives**
   a. Goals and objectives are due after the Transition Meeting. Goals and objectives should be organized into sections and correspond to the goals and objectives of MLA which are outlined in MLA's Strategic Plan.

4. **Reports And Records**
   a. The Blog Committee co-chairs attend MLGSCA Advisory Council meetings and business meetings, present a verbal committee report, and provide the secretary with a written copy. If neither co-chair is able to attend a business meeting, they can either have another committee member present the report, or ask the President to make the presentation. The first Advisory Council meeting is called the Transition meeting since outgoing chairs meet with incoming chairs to exchange information and files.
   b. MLGSCA Directory Review: Review blog description in the MLGSCA Directory and make necessary changes at request of Membership Chair.
   c. MLGSCA Manual: Revise blog section of the MLGSCA Manual prior to the Transition Meeting.
   d. Annual Report: In June, the co-chairs prepare the Blog Committee Annual Report. One copy should be emailed to the Archivist and one copy retained in the Committee files.
      - The Annual Report should include the following information:
        1. List of committee members
        2. Number and dates of blog entries produced
        3. Software program name and version used
        4. Budget figures
        5. Suggestions for the next co-chairs
      - The co-chairs shall maintain a file and pass it along to the incoming Blog Committee co-chairs. It should be weeded so only a representative number of items are forwarded on. The file should include:
        1. Blog Committee section of the MLGSCA manual
        2. Passwords and usernames for administrative access/rights to the blog and other associated accounts (Google Analytics, Feedburner, Twitter feed) to permit co-chairs to create new accounts for new committee members or otherwise manage the blog software.
        3. Budget Request (from current year)
        4. Tips/tricks for incoming co-chairs (optional)
5. **General Blog Guidelines**
   a. Frequency: The blog should be updated with at least one new entry per week.
   b. Length: Blog entries will vary in length but will generally be 1-5 paragraphs in length. Articles longer than two paragraphs employ the “More” page break feature in the WordPress blog software to keep multiple posts visible on the main page.
   c. Submission Format: Users who would like something published on the blog should submit their idea or content to the co-chairs via email. All Blog Committee members will be provided with a WordPress account for contribution. Blog Committee members can compose, edit and publish posts.
   d. Communication Style: “Blogs differ from traditional static websites by encouraging comments and creating a forum for discussion on topics.” (Task Force on Social Networking Software, Blog Guidelines: About Blogs. Available online at: http://sns.mlanet.org/blog/blog_index.php). Articles will continue to be edited for content and tone as the MLGSCA blog is a professional communication vehicle of the association.
   e. Citation style: Reference citations should follow the *Journal of the Medical Library Association*, except add periods after author’s initials.
   f. Blog layout: Use WordPress’s default format to ensure consistency in fonts and font sizes.
   g. Hyperlinks: Hyperlinks are encouraged in blog posts. For purposes of the semantic web, descriptive text should be used for all hyperlinks.
      - Encouraged: “Visit the Loyola Home page for more information.”
      - Discouraged: “Visit the Loyola Home Page for more information – click here.”
   h. Comments: Comments to MLGSCA Link Blog require the commenter to indicate an email address. This decision was implemented to 1) encourage professional discourse, 2) lend to the authority of comments through attribution and 3) help combat spam by preventing anonymous commenting.
      - Spam filters have been installed on WordPress. The co-chairs may set it up to receive an automated email when new comments are provided. Comments must be approved by a blog committee member prior to being visible on the site.
   i. Categories: Each post will have at least one blog category assigned to it. The list of categories will include all committee names, MLA and other terms describing areas of frequent contributions. New categories can be added by request to the Blog Committee.
   j. Advertising: When there is a current advertising contract, committee members ensure that paid advertisements are always on the front page of the blog by editing and re-posting advertisement posts as needed.

6. **Publishing Guidelines** (step-by-step guide to publishing blog entries)
   a. Log in to WordPress.
   b. Click “Posts → Add New” from the left hand menu.
   c. In the text box at the top of the page, type the title of your new post.
   d. If you are copying an entry from some outside source (an email, Microsoft Word document, etc.), do the following:
      - Copy the text.
• Paste the text into Window’s Notepad or Macintosh’s TextEdit or any other text editor that strips the text of formatting. Simply copying from Word or an email may attach unwanted/unusual formatting and alter the appearance of the entry
• Copy the text from NotePad/TextEdit/other text editor.
• Paste into WordPress’ New Post box.
e. If you are not copying an entry from an outside source (email, Microsoft Word document, etc.), simply enter your text into the body of the message.
f. If you are comfortable writing HTML, feel free to use the “HTML” tab. If you are not comfortable writing HTML, use the “Visual” tab. The “Visual” tab allows you to create a post the same way you would create a Microsoft Word document.
g. To add formatting to posts in the “Visual” tab, use the tool bar located above the entry box. This is where you can incorporate bold, italics, hyperlinks, etc.
h. The beginning of each blog entry should list the author, if not on the Blog Committee, in this format: “Submitted by: Name, Title (optional), MLGSCA position (optional), Institution”.
i. The publication date and time is automatically included by the WordPress software to appear at the top of each post.
j. Using the “Categories” and “Post Tags” menus on the right hand side, select any Categories your post may fall under, and add any Tags associated with the topic.
k. When finished adding/formatting text and ready to publish, click “Save Draft” in the Publish box in the upper right hand corner.
l. Click “Preview” to check for formatting errors.
m. When the post is ready, click “Publish”. Posts may also be scheduled to run at a later date.

7. Blog Advertising Pricing Policy
   a. Bill twice a year for the following six months. Billing is handled by PR Committee.
b. General display, cost, and linking information:
   • Cost is negotiated by the PR Committee to keep MLGSCA’s total revenue under the required amount for non-profit status.
   • In 2011-2012, we charged $99 for a 6 month blog post ad (a post with the ad runs in line with blog content)
   • Includes link to website in the image
   • Maximum image size is 500 pixels wide by 300 pixels high
   • Advertisers may change image when renewing agreement/payment.

8. Background Information
   a. Previous pdf newsletter pricing
   • $25 for business card
   • $55 for ¼ page
   • $110 for ½ page
   • $165 for full page

Approximate yearly income from print newsletter: ~$1000-$1500
3.3 CONNECTIONS COMMITTEE

COMMITTEE CHARGE:
Responsibilities of the Connections Committee include the following:
1. administering and maintaining the chapter’s email discussion lists;
2. administering and promoting the chapter’s presence on social networking sites;
3. establishing web conferencing options for members to attend AC and Business meetings;
4. and exploring other ways MLGSCA might connect with members and other organizations.

MEMBERS:
The committee can support any number of members, but 3-5 are optimal for developing new ideas and brainstorming.

BUDGET:
An estimate of expenses should be submitted annually to the Treasurer for budgeting purposes. If the committee plans to meet face-to-face the budget should include travel for committee members from Arizona. Depending upon equipment needs, other monies for software and hardware may be included in the budget.

REPORTS:
The following reports should be completed in a timely manner: Midyear report (November) and Annual Report (March) for the report the President has to complete for MLA. Committee members should contribute to both reports along with discussion list activities, recent accomplishments and current projects.

At the end of the year, an annual report is submitted to the Archivist and a copy is retained in the Committee’s files for his/her successor. This report includes a summary of the year’s activities, the names of members of the committee, expenditures for the year, and recommendations for next year’s budget as well as for any operational changes.

LIAISON:
The chair or a committee member of Connections Committee should work closely with the Chair of EIRC and the CE Committee in order to facilitate providing at least one technology related CE class annually.
3.4 CONTINUING EDUCATION/PROGRAM COMMITTEE

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COMMITTEE CHARGE
• The CE Committee is responsible for all aspects of planning and follow-up for the Fall and Spring MLGSCA programs and continuing education courses, except for those offered at the Joint or Western Chapters Meeting.
• To understand the chapter’s CE needs and preferences, a survey covering CE topics should be done at least every other year, preferably by the CE Committee, although a broader Professional issues survey may suffice. See “Specific Tasks – Topic Selection” below for more information.
• The Committee should choose courses with the goal of giving Chapter members a variety of offerings that may appeal to different audiences, with care taken not to duplicate what is being offered nearby and close in time, including at the Joint Meeting.
• In order to provide convenient CE opportunities for the entire Chapter and reduce costs incurred by travel, CEs should be offered through online webcasts (e.g., MegaMeeting software licensed by MLA).
• The Committee should communicate and explore opportunities for joint programming with other library, healthcare, and education-related groups, such as the NN/LM PSR, SLA, LACASIS, and in Arizona CABL (Central Arizona Biomedical Libraries) and SABL (Southern Arizona Biomedical Libraries). The Committee should try to coordinate dates with these groups to avoid potential conflicts, even if the programs are not arranged jointly.
• For the past few years, when the NN/LM PSR has subsidized sites for MLA teleconferences but has received more applicants than it can fund, the Committee has chosen one or two sites for the Chapter to subsidize. The Committee should work with the RML to promote all the teleconferences and sites.
• The Committee serves as the MLA liaison for Journal Club activities.
• At present, we publicize CE activities through the MLGSCA Discussion List, Link (blog), and Website, and we manage registration online using a service called Cvent. A CE Committee member, possibly but not necessarily the Chair or Co-Chair, is responsible for these processes.
• Historically, attendance at CE classes, programs, and meetings was declining due to lack of funding, traveling time, etc. Starting in Spring 2010, MegaMeeting (through MLA) was used to offer the CE course and business meeting. Members could attend from their desktop or at a host site in California or Arizona. The online access has increased the number of members that were able to attend the CE and/or business meeting. The CE Committee should continue to explore online opportunities for CE courses, programs, and meetings.
COMMITTEE MEMBERSHIP AND STRUCTURE:
• The Committee consists of the President-Elect, who is the Chair, possibly a Co-Chair appointed by the Chair, and other appointed members. The President-Elect represents the Committee on the Advisory Council and serves as liaison between the two.
• The Committee should consist of at least four or five members, with at least one from Arizona and one from California. First consideration should be given to those who indicate interest on the Committee Interest Form. Chapter members who have served on MLA’s Continuing Education Committee should also be considered.
• Since the CE Committee has members in both states, it is usually difficult to hold meetings in person except perhaps at the Joint or Western Chapters Meeting. A teleconference or email discussion should be scheduled shortly after the June transition meeting to decide whether a CE survey is needed and to brainstorm possible topics, speakers, and locations for the year’s offerings. The Committee should also confer following each CE/Program in order to discuss outcomes and suggestions for future meetings. If the Committee wishes to meet in person at the Joint or Western Chapters Meeting, this should be scheduled with that meeting’s Planning Committee.

ROLE AND RESPONSIBILITIES OF THE CHAIR AND CO-CHAIR:
• It is the prerogative of the Chair (who is also the President-Elect) to choose the Co-Chair if he/she wants one, and also the other committee members.
• The Chair prepares the Committee Roster.
• The Chair and Co-Chair develop the CE budget request and are responsible for keeping activities within the approved budget. They submit invoices, reimbursement requests, the occasional check etc. to the Treasurer.
• The Chair and Co-Chair are responsible for following MLA CE guidelines, for working with the MLA CE Coordinator to verify approval for CE contact hours, submitting the sign-in sheets and providing CE attendees with links to MLA’s online evaluations so that attendees will receive their CE credits. (NOTE: Ample time must be allowed when MLA is asked to approve a new course for CE credit. Also, in the event that credits are not granted through MLA, it is important to confirm that credit hours can still be applied towards AHIP.)
• Post CE courses offered on the MLA CE Committee’s Wiki (see appendix 1)

CALENDAR AND TIMELINE:
June (outgoing Chair):
• The outgoing Chair or Co-Chair sends thank you letters to all Committee members
• The outgoing Chair or Co-Chair sends materials to the Archivist
• The outgoing Chair or Co-Chair sends any outstanding reimbursement or check requests to the Treasurer
• The outgoing Chair or Co-Chair prepares the Annual Report
• The outgoing Chair continues to work on the plans for the Fall CE/program

June/July (incoming Chair):
• The incoming CE Chair (who is also incoming President-Elect) obtains detailed information on the previous year’s CE activities from the outgoing CE Chair, including information needed for budgeting, previous needs assessment survey results, and suggestions for programs, venues, etc.
• The new Chair attends the Advisory Council’s transition meeting
• The new Chair develops and submits the budget request for the new fiscal year.
• The new Chair chooses his/her Co-Chair and Committee members, if this wasn’t finished earlier.
• If a needs assessment survey is due (i.e. one hasn’t been done in 24 months or a
more current needs assessment is desired), Survey Monkey is used for this purpose.
The link to the survey is distributed via the MLGSCA listserv
• The Committee begins to work on ideas for the year’s programs; continuing with the
plans for the Fall CE/program started by the previous committee
• Committee Goals and Objectives are due.

August:
• Advisory Council budget meeting
• Committee evaluates survey results and brainstorms ideas for the fall and spring
classes.
• The CE Chair decides who will be responsible for using the Cvent system, and that
individual begins to learn it.
• Commitments are secured for the Fall class from the instructor and from host site
moderators for both the Arizona and California venues. Decisions are made about all
the details to be included in the course announcement, on the website, etc.
• A “save the date” message is sent to the Discussion List and posted to the Link blog
as soon as the dates, locations, and specific instructor and course are set.

September:
• The CE Committee member responsible for using Cvent develops one event for CE,
indicating California and Arizona sites, and how to access webcast via personal
desktops. If necessary, he or she updates the Cvent account by changing
information on who the Treasurer is, who should be notified when someone registers
for a class, etc.
  o “Free coupons” can be accepted for CE/program events (not Joint Meetings
    though). (see new membership benefits or ask Membership Chair)
• The Chair or another Committee member works with the instructor, the local hosts,
and the Webmaster to post the complete course information on the MLGSCA
website, including the registration link. Information is also contributed to the
MLGSCA Link.

September/October:
• About 4-6 weeks before the class, the Cvent registration link is opened for
registration, and an announcement to this effect is sent to the Discussion List and
posted to the Link blog. It is important to monitor registration and send reminders to
the Discussion List as appropriate. The Membership Chair or designee will check to
make sure that membership is current for those registering as members. If not, a
reminder to renew or become a member will be sent.
• All registration fees should be paid to Cvent, so essentially no money is handled by
anyone on the CE Committee.
• As the dates for the class approach, Committee members work closely with the host
site moderators and the instructor to assure that everything is in order.
• Once registration has closed, information for the sign-in sheets and name badges
can be pulled from Cvent.
• On the day of the event, the host site moderators pass around sign-in sheets, name
badges and supplemental materials, monitors technical activities, and distributes
MLA evaluation link. After each class, host site moderators should send sign-in
sheets to CE Chair who will in turn send copies to the MLA Continuing Education
Coordinator, Debra Cavanaugh. CE attendees will fill out the MLA online evaluation
and print out their own certificates.
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- After each class, the host site moderators submit invoices and reimbursement requests to the Treasurer.
- After each class, the Chair or Co-Chair writes thank-you letters to the instructor and the venue hosts.

November:
- The Committee’s midyear report is due

January:
- The Committee begins brainstorming for the Spring CE course.

February/March/April:
- Same processes as in the Fall.

May
- The incoming Chair (who is the newly chosen President-Elect), begins to choose a Co-Chair (if desired) and the members of the next CE Committee.
- If the incoming Chair goes to MLA, he/she should attend the “Chapter CE Chair Committee Meeting” and CE Roundtable; if the incoming Chair cannot attend these sessions she/he should appoint another Committee member to do so.
- The incoming Chair should become familiar with all the CE information on the MLANET website.
- The outgoing Chair prepares an annual report which is submitted to the Archivist and a copy is retained in the Committee’s files. This report includes a summary of the year’s activities, the names of members of the committee, expenditures for the year, and recommendations for next year’s budget as well as for any operational changes.
- The outgoing Chair weeds the files and submits AC Manual revisions.

June:
- Both outgoing and incoming Chairs – same tasks as listed for June at the start of the Calendar

MLA CE CONTACT HOURS AND AHIP CREDITS:
- One committee member should act as the liaison to MLA
- The MLA staff person responsible for CE is currently Debra Cavanaugh, who can be reached at mlapd1@mlahq.org or at 312.419.9094 ext. 32. All CE paperwork is sent to her, and she may be contacted to answer questions, etc.
- The MLA website has extensive information regarding CE at http://www.mlanet.org/education/
- Information on courses that already carry MLA-approval contact hours is at the MLA Education Clearinghouse, http://www.cech.mlanet.org/.
- For courses that are not yet approved, the approval process should begin at least 3 months in advance. The instructor must submit the application to MLA at least six weeks before the class. Several weeks before the class, MLA will send notice of their approval, and a link to the online evaluation forms. It is important to notify all concerned about the number of CE contact hours that have been approved. More information on unapproved courses is available at http://www.mlanet.org/education/cech/cedevelop.html
• Almost all new courses do receive MLA approval. If one does not, MLA gives the instructor a chance to revise and resubmit.
• It is possible for someone to be granted AHIP-qualifying CE credits for activities that do not carry MLA approval. More information is available at http://www.mlanet.org/academy/iprhelp.html

SPECIFIC TASKS AND PROCEDURES:
General Information
  o Before finalizing the dates for the course/program, confirm that the President will be able to attend
  o If possible, offer each course via webcast (e.g., MegaMeeting) and from host sites in California and Arizona. The CE Committee and the Advisory Council should discuss any potential conflicts with the Joint or Western Chapters Meetings. It is acceptable to offer the Spring CE/Program in only one state if we are hosting the Joint/Western Chapters Meeting, or if NNLM/PSR or MLA is hosting a telecast at the same time.
  o A single CE Committee member should act as liaison with the instructor/speaker. This includes handling initial and continuing contacts, negotiating fees and possibly a contract, confirming arrangements for media, syllabus and handouts, lodging and transportation (if in person), and all other details. See “Liaison to Instructor/Speaker” below for more information.
  o MLGSCA Business Meetings should take place after the Fall and Spring CE. Members may participate in the Business Meetings via MegaMeeting.
  o A very helpful website is “Help! I’m Hosting a CE Course” at http://www.mlanet.org/education/cech/cehelp.html

Topic Selection
  o The general membership should be surveyed every 12-24 months regarding CE/Program topics and locations. This may be done by either the CE/Program Committee or the Professional Issues Committee. Survey Monkey should be used. Previous surveys can provide ideas for developing a new one; also, MLA’s CE Coordinator, Debra Cavanaugh, may have a CE Survey template. The survey results should be sent to Debra Cavanaugh.
  o Review the previous years’ CE/Program records, including the suggestions from recent evaluations for topics the membership may desire. Committee members from AZ should provide ideas from CABL and SABL.
  o Check the courses that were offered at recent MLA, Joint, Western Chapter Meetings, and try to find out what is planned for these meetings during the next year. MLA’s “Directory of Chapter-Sponsored CE Courses” is at http://www.mlanet.org/education/localce.html. The websites of the various chapters can also be helpful http://www.mlanet.org/chapters/index.html.

Timeline for planning
  o Begin planning at least three months ahead. Obtaining MLA’s approval for CE contact hours for a new course actually may take this long, but even for a course that is already approved, it is amazing how much time and effort are required to finalize arrangements with the speaker, choose the site and arrange for food, promote the class, and cover everything else that will make for success.
Registration Fees and Class Size
  o In recent years the distinction between chapter CE courses and programs has become blurred. Traditionally CE course fees were based on cost-recovery while programs were offered to the membership for a flat $40, but in the last several years the CE courses have also been priced at $40 for members and at $50 for non-members. New members (who have just paid $35 for membership) are given a coupon for one free CE course, as are Student Members (who pay nothing for membership).
  o The reason for the differential pricing for members and non-members, as well as for the free CE for new members, is to encourage membership. However, because it is less expensive to join and attend a CE for free than to attend as a non-member, we sometimes gain new members who truly are interested in only the particular CE.
  o From past experience, CE classes tend to draw 15 to 40 attendees and Fall/Spring Programs between 40 and 60. The instructor may set a specific minimum or maximum class size. If the class must be kept relatively small but is being offered in conjunction with a program or Business Meeting that normally draws more attendance, it may be possible to schedule the day to meet both needs.
  o Returned check policy (being finalized) See Treasurer Section 2.5

Site Selection
  o Hospital and university meeting rooms generally have no usage fees, although there may be a charge for use of a computer room. Hotels and restaurants usually require a deposit and possibly a signed contract. These contracts should be reviewed very thoroughly.
  o When evaluating possible class locations, consider the availability of public transit and the cost of parking.

Food Services
  o Calculate catering costs carefully – sometimes there are various administrative fees in addition to the price per person or per item.
  o It may work well to have a committee member or another attendee bring in some of the food or beverages.
  o Depending on the day’s schedule, the following food services are usually provided:
    AM – continental breakfast including coffee and tea
    Lunch – box or buffet. *Always include a vegetarian option.*
    Beverages – bottled water, regular and diet sodas, juice, iced tea
    Afternoon break – cookies, fruit
    Pitchers of ice water or bottled water for the speaker and the attendees

Liaison to Instructor/Speaker
  o Use the Guidelines and Checklist at the end of this section when contacting potential instructors. You may give them a copy of the Guidelines at this time as well.
  o MLA can be helpful in determining a “fair” fee for a particular course.
  o Once an agreement is reached, the CE Chair should send a formal confirmation letter stating the name of the course, the date(s), the locations(s), and the fee. A copy of the Guidelines should be enclosed. An instructor may prefer to use his/her own contract, which needs to be signed by the CE Chair.
  o Discuss how any handouts will be provided.
  o Discuss any equipment needs, preferences for room setup, timing of breaks and lunch, etc.
  o To comply with federal regulations, obtain the following information when an honorarium or other fee will be paid to an individual: home address, telephone, and SSN.
  o Obtain a short bio for publicity and for introducing the speaker at the event
o Provide the speaker with information on several nearby hotels, transportation options, etc.

o If the agreement is to present the speaker's honorarium the day of the event, make certain the request for funds (signed by the Chair or Co-Chair) is sent to the Treasurer in time, and that the person presenting check has it in hand.

Save-The-Date Announcements and Other Publicity

o Save-The-Date announcements should be sent to the MLGSCA listserv, blog (MLGSCA LINK), and posted on the website at least 4-6 weeks prior to the class. It should include the following information:
  - Course name
  - Instructor's name and affiliation
  - Dates (including days of the week), times, locations
  - CE contact hours
  - Location(s)
  - Cost
  - Date registration will open
  - Brief description of course content, audience, prerequisites etc.
  - Contact for more information

o Additional vehicles for publicizing courses may include other listservs (e.g. NCNMLG, LACASIS, SLA chapters, SABL, CABL, library school listservs), newsletters, personal contacts, etc. Don't forget to include “Medical Library Group of Southern California and Arizona” in the header.

o Depending on the timing and the pace at which people are registering, reminders (emails, newsletter, and listserv) messages probably will have to be sent.

Posting the Class on the Website and Linking to Registration

o The printed flyers that were used in the past for publicity and registration have been replaced by postings on the chapter website that include links to online registration.

o The Webmaster will assist in designing the web page for the course but will need to be given the following information:
  - Course name
  - Instructor's name, affiliation and brief bio
  - Dates (including days of the week)
  - CE contact hours
  - Location(s)
  - Travel and parking information with maps
  - Local accommodations
  - Date registration will open
  - Registration deadline
  - Link to online registration at Cvent
  - Description of course content, learning objectives, prerequisites, audience, etc.
  - Maximum number of participants (if there is a limit)
  - Schedule for the day including times for lunch and any meetings
  - Cost (members, non-members, new or student members with coupon)
  - Contact for more information

Using Cvent for Registration

o CE website development and registration is handled through Cvent.
For each CE event, set the precise dates and times to open and close registration, the maximum number of attendees, host site locations, fees, parking instructions, course materials, links to the MLGSCA Business Meeting, and any other pertinent information.

Most people registering in Cvent use credit cards but some prefer to pay by check. An “event” can be set up to accept only credit cards or both credit cards and checks; if checks will be accepted they should be made payable to MLGSCA and mailed to the MLGSCA Treasurer. Cvent collects the complete registration list and accounting information for the event, which can be used to generate a number of useful reports, as well as the sign-in sheet and name tags.

Starting with Fall 2010, the Membership Chair will go in and check to make sure that those registering at membership rate are members. If they are not current members, the Membership Chair will contact them about membership.

The Cvent event URL should be posted to the MLGSCA website CE page.

Host Site Moderators

CE Committee members do not necessarily need to attend a course, but a host site moderator must be identified for each site. The moderator will reserve a room location, test technical settings, order lunch, and moderate the entire day’s activities.

Sign-in Sheet, Name Tags, CE Certificates, and Evaluation Forms

Cvent can be used to generate reports that can then be exported to generate the sign-in sheet and name tags.

The sign-in sheet should be alphabetical by last name, with space for each attendee to sign. MLA requires these signatures in order to give CE credit. The original is sent to MLA and a copy is kept for chapter files.

Name tags should include institutional affiliations.

The MLA CE Coordinator will provide a link to the online evaluation. Once attendees complete the evaluation, they can fill out and print/save their certificate.

CE Chair or Co-Chair Post-meeting Tasks

Copy the sign-in sheet and send the original to Debra Cavanaugh at MLA. Keep the copy for chapter CE files.

Write thank you notes to the instructor, the facility host(s), and any sponsors.

Prepare a summary sheet with all pertinent data about the course including the course name, instructor, contact hours, date, location, publicity, attendance, overall evaluation, income, expenses, and net financial impact.

Use the summary sheet to prepare the reports to be given to the Advisory Council, to the membership at the next Business Meeting, and for a blog article. (The blog article may be delegated to another committee member.)

Prepare a detailed financial report for the files.
MLGSCA GUIDELINES FOR EXPENSES PROVIDED TO CONTINUING EDUCATION INSTRUCTORS FOR ONE-DAY CE COURSES

Whenever possible, MLGSCA will make the necessary arrangements for CE instructors and reimburse expenses according to the following guidelines. Instructors should retain all receipts for reimbursement after the course. Reimbursement requests should be submitted to the CE Chair or Co-chair within 2 weeks following the meeting. They should include a summary of expenses and the receipts.

Instructors Fees: Any instructor fees will be negotiated and must be submitted to MLGSCA in writing at the time of initial class arrangements.

Cancellation: MLGSCA will determine an appropriate cancellation date in the event of insufficient registrants. If MLGSCA cancels a course, all non-refundable costs incurred (e.g. airfare, room deposit) will be absorbed by MLGSCA. If instructors cancel a course, they will be expected to absorb any non-refundable costs incurred.

Transportation: MLGSCA will make or approve arrangements for travel between the instructor's residence and the meeting location. Efforts should be made to procure the most reasonably priced transportation. If travel is by air or train, MLGSCA will provide or pay for transportation to and from the airport/station on the day of arrival and day of departure. Transportation between lodging and the course will also be provided on the day of the course. If travel is by private car, mileage will be reimbursed at the most current Federal rate. (50 cents per mile as of 1/1/10) http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=9646&contentType=GSA_BASIC

MLA’s policy: The flight coupon or ticket stub for rail and bus travel must be submitted for reimbursement.

Lodging: MLGSCA will make or approve arrangements at reasonably priced accommodations close to the meeting site. Depending on travel time, MLGSCA will pay for lodging for the night before a class is given. If instructors are traveling from outside the Pacific Time zone, two nights of lodging will be paid for if desired, including the night before the scheduled class and the night of the class. If the class is held on a Friday or Monday, MLGSCA will pay for a third night's lodging to take advantage of lower airfares, which include a Saturday night stay over, if the instructor so desires.

MLA’s policy: IF the airfare discount exceeds the cost of the added hotel & meals, instructors may extend their trip one day to include Saturday night.

Meals: Up to $35.00 per day will be provided for meals. Receipts will be required. Costs for food will be covered on the day of arrival and the day of the course. When the speaker stays an extra day to take advantage of a lower airfare, meals will be paid that day.

Per Diem Rates: In the past, instructors have requested a per diem rate that would include lodging, transportation, and meals. This rate varies by state and is revised annually. Check the government website for current rates.

Handouts/Syllabi: The chapter will cover the cost of photocopying the syllabus prepared by the instructor and the supplementary handouts. In general, MLGSCA will provide copying up to ten supplementary single-sided handouts. Instructors may be urged to provide an online link to
an electronic version of their handout of it is exceptionally long and copying costs and labor would be prohibitive.

The instructor will provide photocopies of syllabi or handouts. MLGSCA will reimburse for the cost. Handouts must be distributed at the meeting.

Per Kathleen Combs: MLA no longer has roster courses. These were courses developed by an instructor and owned by MLA, where several instructors were approved to teach the course (not just the developer). MLA sold the roster course syllabi and shared the profits with the developer. We also do not sell syllabi anymore. Either the instructor or the chapter does the photocopying, depending on what is negotiated.

Equipment Rental: MLGSCA will provide, within reason, audiovisual and/or microcomputer equipment as needed. If instructors wish to provide their own equipment, MLGSCA will not be responsible for loss or damage. It is the responsibility of the instructor to obtain demonstration passwords if needed.
MLGSCA CHECKLIST FOR CE COURSES/PROGRAMS

Use this form as a working checklist for the initial and follow-up contacts with CE instructors. At initial contact, appropriate information concerning reimbursement, etc. should be provided from the MLGSCA Guidelines for Expenses Provided to CE Instructors for One-day CE Courses. The Guidelines should be sent to the instructor along with the initial confirmation letter.

INSTRUCTOR(S)
1. Name:
   Title:
   Institution:
   Work Address:
   Phone:
   Email:
   Fax:

2. Name:
   Title:
   Institution:
   Work Address:
   Phone:
   Email:
   Fax

COURSE
Name (and number) of course:
MLA approval (y/n) and date:
CE Contact Hours:

DATES, TIMES & LOCATIONS
AZ Date and time
   Location
   Address
   Contact name
   Phone:
   Email:
   Fax:

CA Date and time
   Location
   Address
Contact name
Phone:
Email:
Fax:

FEES
Instructor’s fees:
Amount proposed by instructor $_____
Amount agreed by MLGSCA $_________
Date confirmed with instructor _______________
Any special $ arrangements ___________________

CLASS SIZE
Maximum __________
Minimum __________

CANCELLATION
Cancellation deadline __________

CONFIRMED WITH INSTRUCTOR(S)
Date first confirmation letter sent ___________
Date final confirmation sent ___________

BIOGRAPHICAL INFORMATION (for publicity and speaker introductions)
Date requested ___________
Date received ___________

MLA CE CERTIFICATES
Who will prepare _______________________

TRAVEL:
Instructor makes own travel arrangements to and from city where course will be given, once dates of arrival/departure are set. MLGSCA contact should inform instructor of the nearest or most convenient airport and remind instructor to make reservations early to take advantage of lower rates. Instructor informs MLGSCA of arrangements when made. An MLGSCA member may be able to transport the instructor to and from airport/station and the meeting site.

Driving (Y/N) Details _________________________________
(Mapquest.com can provide distance & driving time)

Air – nearest or most convenient airport(s): _________________________________

First (class) location:
Confirmed ARRIVAL details:
Airport Airline & flight # Date & time Ground Transportation

Confirmed DEPARTURE details
Airport Airline & flight # Date & time Ground Transportation
Second (class) location:  
Confirmed ARRIVAL details:  

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<th>Date &amp; time</th>
<th>Ground Transportation</th>
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Confirmed DEPARTURE details  

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Train— nearest or most convenient station(s): ________________________________

First (class) location:  
Confirmed ARRIVAL details:  

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Confirmed departure details  

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Second (class) location:  
Confirmed ARRIVAL details:  

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Confirmed DEPARTURE details  

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Lodging: MLGSCA provides names/numbers of suitable hotels in area of class; instructor then makes own reservations. Number of nights needs to be confirmed i.e. will instructor stay over a Saturday night for better airfare.

Possible hotels (Name, address, telephone, email, URL or website)  
First (class) location:  

1. _____________________________________________________________
2. _____________________________________________________________
3. _____________________________________________________________

Confirmed hotel and confirmation # ________________________________

Complimentary shuttle to airport Y/N?  
Complimentary breakfast Y/N?  
Dates of arrival/departure ________________________________

Room rate __________________

Second (class) location:  

1. _____________________________________________________________
2. _____________________________________________________________
3. _____________________________________________________________
Confirmed hotel and confirmation # ____________________________________________

Complimentary shuttle to airport Y/N?  
Complimentary breakfast Y/N?  
Dates of arrival/departure ________________________________  
Room rate ________________

MEALS: Days covered ____________________

EQUIPMENT AND CLASSROOM SETUP  
Equipment requested by instructor:  
1. ____________________________________________
2. ____________________________________________
3. ____________________________________________
4. ____________________________________________

Equipment suppliers, rates, and dates ordered  
First (class) location:  
__________________________________________
__________________________________________
__________________________________________
__________________________________________

Second (class) location:  
1. ____________________________________________
2. ____________________________________________
3. ____________________________________________
4. ____________________________________________

Instructor will supply:  
1. ____________________________________________
2. ____________________________________________
3. ____________________________________________
4. ____________________________________________

Comments ____________________________________________
__________________________________________
__________________________________________

Classroom setup requested by instructor: ____________________________________________

Arrangements made first class location: ____________________________________________
Arrangements made second class location: ____________________________________________

HANDOUTS AND SYLLABI  
Instructor to bring or send:  
Actual handouts (Y/N) ______  
One original, then we make copies (Y/N) ______
Appendix 1

MLA Chapter Council
Continuing Education Wiki

HISTORY: In 2008, the Chapter Council’s CE Committee started a wiki to provide one spot where all CE chairs/coordinators could post a complete listing of all CE being offered through the various MLA chapters. Due to its success, it was decided to continue use of the wiki. MLA’s Chapter Council is requesting that each chair/coordinator of a chapter’s CE activities post all scheduled CE courses on the Chapter Council CE wiki at:

https://mlachpatercouncilce.pbworks.com/

ACCESS: Each chapter’s chair/coordinator will have access to the wiki. The login is your name and email address. If you do not yet have a login for this wiki or have recently changed the chair of your chapter’s CE, please contact the current chair of the CC CE Issues Committee.

POSTS: When posting to the wiki, please include the following information about CE courses, including MLA webcasts sponsored by the Chapter:

Name of your Chapter,
Date of the program,
Title of the session,
Name of the instructor(s), and
Number of CE hours.

Feel free to include other information you think would be useful such as number of attendees/registrants, location, etc. Please note: 2009-2010 covers activities between MLA2009 and MLA2010 and so forth. You can see previous entries on the wiki for guidance in formatting your entries.

The wiki is meant to be a method of sharing all things CE-related. Please use it as a communication tool to share notes, tips, thoughts and/or comments about CE activities such as things that worked, and things that didn’t.

We look forward to your Chapter's continued participation in the wiki.

Susan Steelman, CC CE Issues Committee Chair
April 15, 2010

CC CE Issues Committee Members: Pat Auflick, Nancy Calabretta, Kim Ganath
3.5 ELECTRONIC INFORMATION RESOURCES COMMITTEE

COMMITTEE CHARGE:
Responsibilities of the Electronic Information Resources Committee include the following:
1. Research, promote, and develop electronic information resource technologies;
2. Manage and disseminate Survey Monkey account and log on information.
3. Track & inform membership of e-resource trends and issues
4. Work with CE Committee to identify & inform membership of e-resource CE opportunities

MEMBERS:
The optimal number of committee members is 3-5.

BUDGET:
An estimate of expenses should be submitted annually to the Treasurer for budgeting purposes.
If the committee plans to meet face-to-face the budget should include travel for committee members from Arizona.

REPORTS:
The following reports should be completed in a timely manner: Midyear report (November) and Annual Report (March) for the report the President has to complete for MLA. Committee members should contribute to both reports along with discussion list activities, recent accomplishments and current projects.

At the end of the year, an annual report is submitted to the Archivist and a copy is retained in the Committee’s files for his/her successor. This report includes a summary of the year’s activities, the names of members of the committee, expenditures for the year, and recommendations for next year’s budget as well as for any operational changes.

LIAISON:
The chair or a committee member of EIRC should work closely with the Chair of the CE Committee in order to facilitate providing at least one technology related CE class annually.
3.6 EXCHANGE COMMITTEE

PURPOSE:
To facilitate the timely exchange of duplicate material lists among MLGSCA members and NCNMLG Exchange participants.

GUIDELINES:
1. The Chairperson will submit a budget to the Treasurer at the beginning of each fiscal year, after reviewing the previous budget and projected expenses.
2. The Chairperson will select committee members from interested applicants.
3. Three Call for Lists distribution dates will be selected to avoid conflict with the MLA Exchange and MLGSCA meeting dates. The Exchange Chairperson will announce the distribution dates to all MLGSCA members and to the NCNMLG Exchange participants.
4. The Committee Member responsible for list distribution will send out the request for submissions, compile the lists into one document and distribute to all participants immediately following the Call for Lists deadline.
5. Exchange Committee members will review plans and goals annually by meeting or other convenient communication method.
6. At the end of the fiscal year, the Chairperson will prepare an annual report with dates, costs, statistics, and recommendations. The Chairperson will also send letters of appreciation to committee members acknowledging their service for the year.
7. The Chairperson will retain two years of invoices, correspondence, and reports and forward the previous reports to the MLGSCA Archivist.
3.7 FINANCE COMMITTEE

COMMITTEE CHARGE:
The Finance Committee has responsibility for the control and general supervision of the financial affairs of MLGSCA. It provides consultation to the President and Treasurer regarding the MLGSCA budget presented to the Advisory Council each year; reviews and makes recommendations to the Advisory Council regarding income producing activities and investments of the Group; reviews and makes recommendations to the Advisory Council regarding financial reports of the Group and any outside input that may be needed (professional review, audit, etc.).

MEMBERS:
The Finance Committee is made up of the Chair appointed by the President, the Treasurer, and other interested members of MLGSCA. The Chair serves for a two-year term. Meetings are held as often as necessary to conduct the business of the Committee.

GENERAL INFORMATION:
The Group is recognized to be tax exempt under Section 501(c)3 of the Internal Revenue Code. The Group received this status dated 7/20/79 with supplementary documents dated 9/15/79.

BUDGET:
The Chair produces a budget for the Committee which is submitted to the Treasurer. The budget is usually based on the previous year's budget.

GENERAL DUTIES:
The Chair keeps a copy of the location of assets (LOA) and the financial report produced by the Treasurer. The Chair maintains a copy of the MLA Finance Manual, checks for updates, and recommends changes to the manual to MLA. The Committee serves as the intermediate advisor to Advisory Council for maintaining the Group's 501(c)3 tax exempt status. The Chair defers to the Group's Financial Advisor/CPA for formal opinions. The Chair or a member of the Committee maintains contact with the Group's Financial Advisor/CPA on a regular basis. The Committee makes recommendations for investments based on the information provided by the Group's Financial Advisor/CPA. Refer to the MLA Finance Manual for more details.

TAX IDENTIFICATION NUMBER:
MLGSCA's tax identification number (TIN) is 95-3000344.

MLGSCA CPA:
Heidi White
Vavrinek, Trine, Day & Co. LLP
8270 Aspen Street
Rancho Cucamonga, CA 91730
(909) 466-4410

(Prior to 2009 we used the term “Financial Advisor”. Heidi prefers to be called our CPA rather than our Financial Advisor, as she actually provides tax and accounting services but not investment advice etc.)

Revised July, 2012
INTERNAL AUDITOR:
In the fall of 2006, at the suggestion of the MLGSCA Financial Advisor, an internal auditor position was created and filled for a two-year term. The internal auditor position was designed to cooperate and work with the Finance Committee Chair(s) and Treasurer, but would operate independently of them. More information is included under Section 5.1, “Internal Auditor”.
3.8 GOVERNMENTAL RELATIONS/BYLAWS COMMITTEE

COMMITTEE CHARGE:
The Committee monitors and informs MLGSCA members of existing and pending legislation, the implementation of public laws and the actions of governmental agencies on issues vital to the interest of health science libraries. It educates members about influencing the political process and encourages members to respond to governmental officials when action is needed. It also cooperates with other legislative committees of MLA chapters, the MLA Governmental Relations Committee and other associations and organizations which support similar goals. The committee also prepares bylaws changes and/or proposals as recommended by the Advisory Council or members, and continually reviews the Bylaws so that it can recommend to Advisory Council and members appropriate changes as needed. The committee sends any changes to the Bylaws to the MLA Governmental Relations Committee for final review and approval.

CHAIR:
The Chair is appointed by the President and is an ex-officio non-voting member of the Advisory Council.

MEMBERS OF THE COMMITTEE:
Members are requested to serve on the Committee based on the results of the Committee Interest Survey taken in the Spring or from general contacts. At least one Committee member should be from Arizona.

MEETINGS:
The Committee meets as often as is necessary to conduct the business of the Committee.

REPORTS:
The Committee Chair reports on the Committee’s activities at the Advisory Council meetings and also at the general business meetings of the Group.

At the end of the year, a Committee annual report is submitted to the Archivist and a copy is retained in the Committee’s files for his/her successor. This report includes a summary of the year's activities, the names of members of the Committee, expenditures for the year, and recommendations for next year's budget as well as for any operational changes.

BUDGET:
The Chair prepares an estimate of projected expenses for the year. A copy of the projected budget is submitted to the Treasurer.

GENERAL DUTIES:
1. Legislation, Regulations, etc.: The Chair and committee members scan sources which provide information about legislative matters which are of concern to health sciences librarians. Responsibility for regularly checking certain sources is divided among committee members. The MLA Governmental Relations Committee Chair also provides the committee with information.

2. Responding to legislative issues: The Chair and committee members respond to legislative issues as appropriate. When an urgent response to an issue is needed the Chair and committee members mount a telephone or electronic mail campaign to alert members to the need for immediate action. In responding to legislative issues the Chair
solicits the support of relevant groups or organizations. The resources for gathering legislative information are great, and it can be difficult to know which issues to forward to the Group. Generally, anything related to medicine should be forwarded, but issues reaching more broadly than our population, such as the EPA or NIH should also be forwarded to the group.

3. Liaison with NCNMLG: The Chairs of the NCNMLG and MLGSCA Governmental Relations/Bylaws Committees communicate at regular intervals to keep each other abreast of actions undertaken by each Committee. Joint efforts are mounted when appropriate.

4. Liaison with MLA: In order to receive legislative updates from MLA, the Chair contacts the Chair of the MLA Governmental Relations Committee and provides the Chair with the email address to which the legislative updates should be sent. Prior to the Annual Meeting of MLA, the Chair of the MLA Governmental Relations Committee sends an announcement of the Governmental Relations Committee meetings scheduled to be held at MLA. It is important that the MLGSCA Chair or designee attend the meetings where issues of interest for the coming year are discussed and plans of action developed.

5. Newsletter: The Committee members keep the membership informed about legislative issues by contributing articles to MLGSCA Link. Campaigns mounted by the membership or actions taken by the Committee are also reported.

TRANSFER TO INCOMING CHAIR:
Incoming chairs should subscribe to the MLA Governmental Relations Committee listserv by sending a request to be added. Mary Langman is the coordinator of the listserv (langman@mlahq.org). You should also subscribe to ALAWON to stay abreast of what is going on through the Washington DC office of ALA. To subscribe to ALAWON, send the message: subscribe ala-wo [your_firstname] [your_lastname] to listproc@ala.org or go to http://www.ala.org/washoff/alawon. To unsubscribe to ALAWON, send the message: unsubscribe ala-wo to listproc@ala.org. ALAWON archives at http://www.ala.org/washoff/alawon.
3.9 INTERLIBRARY LOAN COMMITTEE

The Interlibrary Loan Committee was eliminated in 2008, because developments in Docline and the EFTS program made it obsolete.
3.10 JOINT MEETING PLANNING COMMITTEE

Detailed procedures for the Joint Meeting Planning Committee can be found in a separate procedures manual.
3.11 MEMBERSHIP COMMITTEE

CHARGE:
The Membership Committee is responsible for information relating to membership in MLGSCA. The committee shall have the duty to create membership reports, maintain member information and the Membership Directory on the web site, be involved in the recruitment and retention of members, and welcome new members including at meetings along with the Chapter Chair. The committee also accepts nominations for honorary membership and recommends qualified candidates to the Advisory Council.

The Chair of the Membership Committee is appointed by the MLGSCA Chapter Chair (President of MLGSCA). Committee members are selected by the Membership Chair from those expressing interest via the Committee Interest Forms.

GENERAL DUTIES:

I. Membership
   A. Membership Database
      1. Maintains & edits new, renewing, student, & retired membership information via an online registration and reporting system
      2. Maintains & edits the complete membership directory, which includes honorary members.
      3. Creates new “event” via the online registration and reporting system for each year’s membership renewal drive. The renewal event generally runs from late November (for membership beginning the following year) to late October (after the Fall CE)
   B. New members
      1. Welcomes new members with an email message
      2. Sends names and emails of new members to list moderator to be added to the listserv; cc’s President and Professional Issues Chair [with mentorship interest]
      3. Sends hard copy welcome letter and free meeting coupon
   C. Listserv
      1. Submits membership renewal reminders to the listserv, especially during the period leading up to the annual MLGSCA election. Submits changes to the listserv to the list moderator.
      2. Advises listserv moderator of members’ status
   E. Recruitment
      1. Recruits prospective new members (regular, student)
      2. Submits calls to the MLGSCA membership for honorary member nominations
      2. Sends MLGSCA brochure and membership application to MLA members within the chapter who are not yet MLGSCA members. (MLA will supply a list and/or mailing labels).
      3. When Joint Meeting is hosted by MLGSCA, make arrangements to have membership information for MLA and MLGSCA available to attendees
   F. Directory
      1. Maintains and updates current membership information. Members are required to submit preferred directory information via the online registration and reporting system
2. Submits a PDF file of membership information to webmaster for mounting on the web site.
3. Informs current member of the user ID and password for access to the Membership Directory online.

II. Reports
A. Goals and Objectives
1. Membership Committee goals & objectives are created and listed according to corresponding MLA goals & objectives from the MLA strategic plan as well as MLSGCA’s priorities for the upcoming membership year. This report is submitted to the MLGSCA President.

B. Advisory Council meetings and business meetings reports
1. Reports are compiled for each AC and business meeting. If Membership Chair is not available to present at a meeting, the report is forwarded to the President for reporting.

1. Reports include, but are not limited to: number of members (renewing, new, students, retired, totals), activities of the membership committee, percentage of MLGSCA members who also belong to MLA.

C. Budget
1. Prepares an estimate of expenses to submit to the Treasurer for the coming fiscal year at the annual AC budget meeting.
2. This estimate is based on the previous year’s expenditures. Expenses include, but are not limited to:
   a) Postage
   b) Mailing service fees
   c) Mailing labels
   d) Stationery and general supplies
   e) Telephone calls
   f) Photocopies

D. Supplementary Reports
1. Prepares reports of membership information as requested by Advisory Council members for specific projects such as new member data or student member reports.

E. Annual Report
1. Prepares and submits an Annual Report of activities and recommendations. The annual report should include the following:
   a) Number of members (renewing, new, students, retired, total)
   b) Honorary members - new
   c) Financial report
   d) Directory information
   e) Committee members
   f) Report of committee meetings
   g) Recommendations for incoming chair

F. Copies of all reports are retained for the committee files and submitted to the MLGSCA archivist.

Returned check policy (being finalized) [see Treasurer Section 2.5]
3.12 NOMINATING COMMITTEE

BYLAWS AND COMMITTEE DESCRIPTION:

Please note the Bylaws (Manual Section 1.2) pertaining to the Nominating Committee (especially Article IV). Keep in mind that the Nominating Committee Chair is responsible for reviewing the Bylaws for possible revisions to this section. See also Manual Section 1.5 (Chapter Relationship to MLA), and Manual Section 3.12.1 (MLA Nominating Committee Candidate).

Hints & Tips:

- Each Committee member should make a copy of the most recent MLGSCA Directory and look through to make candidate suggestions
- Representation of candidates needs to be balanced so that a mix is shown from hospitals and academic institutions, and different geographic areas of California and Arizona, when possible.
- President-Elect slate is hardest to fill and those candidates should be considered first.
- Email “Willingness to Run for Office” forms as soon as the candidate agrees to run
- For the MLA Nominating Committee candidate, [Irene Lovas’ description based on her experience as Chair of the Chapter Council Election Committee.]

"You want someone with some name recognition outside the chapter. This makes resource library directors possible choices. The way it works is that each chapter gives a name to Chapter Council. The Council then votes on the candidates choosing 6 to go forth for the election. So it helps in Chapter Council for the candidate to be known nationally.”

- If a tie occurs, selection from among the tied candidates should be by lot.

CHRONOLOGY OF ACTIVITIES AND GENERAL DUTIES:

1. Committee membership: The Immediate Past-President serves ex-officio as Chair of this five-member committee. Two members are elected on each annual ballot, and the term of office is two years. Thus, every year’s Nominating Committee includes two members continuing from the previous year, two new members, and the Chair.

2. Budget: A budget is submitted to the Treasurer prior to the Advisory Council Budget Meeting. Since our elections are now conducted electronically, expenses should be minimal but might include some money for postage, phone calls, and office supplies. The expenditures for the year should be included as part of the annual report, along with an estimate for the upcoming year.

3. Seeking candidates: The Committee should begin to seek candidates by September, utilizing the MLGSCA Link blog and listserv, plus recommendations from Advisory Council members and previous Nominating Committee Chairs. The Committee Chair also reports at Business and Advisory Council meetings and asks for names of potential candidates.
4. Timeline: Working backwards, the timeline is as follows:

   a. The election is usually held during March, with results announced at the chapter Annual (Spring) Meeting in April. Per the bylaws, ballots must be distributed to the voting membership at least 30 days prior to the Annual Meeting.

   b. Before the ballots are distributed, the slate must be approved by the Advisory Council. This means the proposed slate must be ready in February. Developing the slate is an involved process that requires a lot of discussion among the members of the Nominating Committee and a lot of contact with potential candidates; the time required should not be underestimated, especially given the need to allow for people taking time off for Thanksgiving and the holiday season, and for this reason it is important for the Committee to begin its work promptly.

5. Electronic Ballot: The Nominating Committee began using SurveyMonkey to create an electronic ballot in 2007 and switched to BallotBin, http://ballotbin.com/ in 2012. The online ballot includes brief biographies for all candidates and statements of aims for the candidates for President-Elect and Chapter Council Representative. The link to the e-ballot is emailed to the voting MLGSCA members at least 30 days before the Annual Meeting. The membership is given 2 weeks to vote, at the end of which the election ends and the votes are tallied electronically. Election results are shared with the Committee.

6. Election Results: Election outcomes should be reported first to the winners and losers via telephone call by the Chair of the Nominating Committee. This should be followed by an email to the Advisory Council, then a notice to the Blog Committee and the List. Formal presentation of the incoming officers is made at the Annual (spring) meeting. MLA Chapter Council Representative also needs to send election results to MLA Chapter Council.

7. Historical issues:

   A. The issue of members running unopposed was discussed at length in 1993-1994. The Bylaws then stated that "one or more Active Members of the Group" run for the offices. The Advisory Council felt strongly that all positions should be competitive, but after exhausting all options in the 1994 election, the president-elect candidate ran unopposed. The MLA Chapter Council candidates lacked one person to run in 1994.

   B. The issue of members not having an MLS was brought to the Nominating Committee Chair in 1994 but was not discussed by the Advisory Council.

8. Materials turned over to the new Chair include a file with:

   A. Aims and biographical statements (previous years)
   B. Ballots (previous years)
   C. Budget plans
   D. Bylaws and issues
   E. Candidate possibilities (previous years’ notes)
   F. Chair correspondence
   G. MLGSCA Nominating Committee members
   H. Blog submissions
   I. Reports (includes Annual)
   J. “Willingness to Serve” forms

9. The Committee notebook appears to have become lost (D Klein 10-2010)*. It should contain: *Some of this information has been added to the Past-President notebook.
A. Advisory Council member roster and minutes
B. Nominating Committee member roster, business, correspondence.
C. Ballot rough draft
D. "Willingness to Serve" forms
E. Procedure Manual

QUALIFICATIONS AND REQUIREMENTS FOR CANDIDATES:
1. Candidate for MLA Nominating Committee: See MLGSCA Bylaws Article IV, Sec.5 and also the MLA Bylaws. The candidate must be a regular member or Fellow of MLA and must not have served on the MLA Nominating Committee during the previous five years. Check MLANET <http://mlanet.org/about/leaders/pastpres.html#3> for the list of past Nominating Committee members. Remember that it is advantageous if the MLGCA candidate is known nationally. Since 2001, the MLGSCA Advisory Council has appointed this nominee (instead of having him/her elected by the membership). Refer also to MLGSCA Manual Section 3.12.1 (MLA Nominating Committee Candidate) and Section 1.5 (Chapter Relationship to MLA part B).
2. Candidates for MLA Chapter Council Representative: See MLGSCA Bylaws Article IV. Sections 1-4 and also the MLA Bylaws. Candidates must be regular members or Fellows of MLA. The candidate who receives the second highest number of votes becomes the MLA Chapter Council Alternate Representative.
3. Forms and ballot statements: All candidates must complete and submit the "Willingness to Run" form [designed in 1993-4]. All candidates must also submit a short biography. In addition, candidates for President-Elect and MLA Chapter Council Representative must submit a "Statement of Aims". Potential nominee for the MLA Nominating Committee prepares a biographical statement and signed statement of willingness-to-serve if elected as a member of the MLA Nominating Committee.

REPORTS:
1. The chair submits reports for Advisory Council and Business meetings.
2. The chair submits a budget to the Treasurer who requires a budget plan. See the details above where Budget is underlined in the Chronology and Guidelines section.
3. During the year, the President will ask each committee chair to provide information for the mid-year and annual report sent to MLA.
4. At each business meeting the Nominating Committee gives a report of progress on the election. Other activities such as issues or meetings may be included in the reports.
5. At the end of the year, a Committee annual report is submitted to the Archivist and a copy is retained in the Committee's files for his/her successor. This report includes a summary of the year’s activities, the names of members of the Committee, expenditures for the year, and recommendations for next year's budget as well as for any operational changes.
3.12.1 MLA NOMINATING COMMITTEE CANDIDATE

Note: Previously Section 2.7

Each year MLGSCA nominates a chapter member to be a candidate in the Chapter Council election for the MLA Nominating Committee Nominee. There are six winners in the Chapter Council vote; they are included along with six candidates selected by Section Council and six more selected by the Board of Directors, in MLA's annual election of Nominating Committee members. Finally nine of these 18 candidates are elected to serve on the MLA Nominating Committee for one year.

• For the MLA Nominating Committee candidate, [Irene Lovas' description based on her experience as Chair of the Chapter Council Election Committee.]:
  “You want someone with some name recognition outside the chapter. This makes resource library directors possible choices. The way it works is that each chapter gives a name to Chapter Council. The Council then votes on the candidates choosing 6 to go forth for the election. So it helps in Chapter Council for the candidate to be known nationally.”

REQUIREMENTS AND NOMINATION PROCESS:

• The MLGSCA candidate must be an individual member of MLA. Institutional members are not eligible.

• The candidate cannot have served on the MLA Nominating Committee during the past five years. A list of the past MLA Nominating Committee members can be found at: http://www.mlanet.org/about/leaders/pastpres.html. This URL is current as of 5-4-2012; If the URL changes, search MLANET http://www.mlanet.org using “Nominating Committee Members” in quotes. (Looking for MLA Leaders, Past Elected Officials)

• The process begins with the MLGSCA Nominating Committee nominating one or more candidates. The MLGSCA Advisory Council approves one candidate to forward to MLA Chapter Council.

• MLGSCA’s Chapter Council Representative gives the candidate’s name to the Chair of MLA’s Chapter Council Elections Committee.

• Chapter Council sends the candidate a consent form which s/he must return along with with biographical information.

GENERAL DUTIES IF ELECTED TO THE MLA NOMINATING COMMITTEE:

• Understand the MLA Bylaws that refer to the Nominating Committee and the MLA elections.

• Attend the annual meeting of MLA to participate in the MLA Nominating Committee deliberations in preparing a slate of nominees for President-Elect and each elected Director of the Board whose term is expiring.

• Solicit MLGSCA members to run for MLA office. For those who agree, obtain their curriculum vitae for review by the MLA Nominating Committee. Make clear to those submitting their CV that it does not guarantee that they will be selected to run for office.
3.13 PROFESSIONAL ISSUES COMMITTEE

COMMITTEE CHARGE:
The Professional Issues Committee provides a forum for the discussion and resolution of professional issues of concern to the membership. The Committee serves as a “Think Tank” for the organization. After issues are investigated and resolutions are reached, proposals are submitted to the Advisory Council for review before being adopted or implemented by MLGSCA.

The major objectives of the Committee include:
1. Identify current and future needs of members, the profession, and the profession’s clientele.
2. Coordinate efforts for recruiting and retaining health sciences librarians in the 21st century, which includes mentoring students and librarians new to health sciences.
3. Recommend programs and educational opportunities to further the professional growth and development of MLGSCA members.

GENERAL INFORMATION:
• The Professional Issues Committee Chair is appointed by the President and serves as an ex-officio non-voting member of the Advisory Council. If the Chair cannot attend an Advisory Council or Business meeting, a report should be sent to the President or a representative should be designated to report on committee activity.
• The Chair chooses committee members from those expressing interest on Committee Interest Forms submitted to the President and/or select from the general membership. Selections should reflect geographic distribution and a variety of library types. Committee members may serve more than one year.

GENERAL DUTIES:

Committee Membership List: The Chair submits a list of committee members to the President (usually June-July of the association year).

Budget Preparation: The Chair prepares a budget to submit to the Treasurer prior to the Annual Budget Review Meeting (usually early July of the association year) after reviewing the previous year’s budget and projected expenses.

Expenses: The Chair collects invoices from committee members and submits them to the Treasurer for reimbursement. Copies are retained in the committee files. In past years, the Professional Issues Committee budget has included contributions to MLA Chapter council Roundtables in support of new members attending MLA. This was discontinued in the 2014-2015 budget.

Plans and Goal Settings: Committee members review the committee’s goals, plans, and activities and communicate with the Chair to determine annual priorities.

Goals and Objectives: The Chair submits the Committee’s goals and objectives summary document to the President (usually early July of the association year). The goals and objectives document should reflect MLA’s current priorities, MLA’s strategic plan, and MLGSCA priorities.

Committee Activities:
• Be aware of recruitment activities at the graduate schools of library and information science in the chapter’s geographic area. Request library school contacts to notify the PI
chair regarding their recruitment activities and include the PI chair in their promotion
distribution lists.
• Encourage chapter members to participate in formal and informal recruitment and
retention activities.
• Track and publicize member formal or informal recruitment activities for Committee
purposes, MLA Chapter Council reports, and MLA Professional Recruitment and
Retention Committee (PRRC) activities.
• Work with other MLGSCA committees to explore avenues and implement methods to
recruit new members for the chapter, to encourage individuals to pursue careers in
librarianship, especially health sciences librarianship, and to retain existing membership.
• Survey membership needs and concerns
• Maintain the MLGSCA website Mentoring Program page and review on an annual basis.

Committee Meetings: The Committee meets as needed to address committee business. Issues
may be assigned to a small task force for further investigation. Meetings may take place in
person, via email, or other electronic formats.

Reports:
• Oral reports of the committee’s goals, plans, and activities at Advisory Council meetings
and to the membership at Business meetings.
• Mid-year and annual report for the Advisory Council and for the membership at the end
of the fiscal year. The annual report summarizes committee membership, activity and
recommendations for the future and a copy is sent to the Archivist and retained for the
Committee files. Copies of all reports are retained for the Committee files.

Information to the Membership About Activities: The Committee keeps the membership
informed about committee activity by contributing articles to the MLGSCA newsletter/blog and
by messages on the MLGSCA listserv.

Letters of Appreciation: The Chair sends letters of appreciation to committee members
acknowledging their service for the year at the end of each association year. Documentation
may be necessary for membership in MLA’s Academy of Health Information Professionals
(AHIP).

MLGSCA Manual of Policies and Procedures for Advisory Council Members: The Chair revises
the Professional Issues section of the MLGSCA Manual prior to the Transition Meeting or at the
request of either the President or Past-President, who is responsible for maintaining the Manual.

Records Management: The Chair retains two years of invoices, correspondence, and reports.
Previous records are forwarded to the MLGSCA Archivist. An electronic file is kept and contains
copies of the committee reports, membership list, invoices, etc.

MLA BENCHMARKING LIAISON

In 2010, the MLA Benchmarking Project was in transition, and there was no role for a chapter
Benchmarking Liaison. It is anticipated that MLA will reestablish the project in some fashion at
a future date.
See Section 5.3
3.14 PUBLIC RELATIONS COMMITTEE

COMMITTEE CHARGE:
The Public Relations Committee consists of as many members as necessary; members are chosen from those expressing interest on the Committee Interest Form. The Committee is charged with publicizing the MLGSCA and its activities and increasing the visibility of health sciences librarians. It is also involved in obtaining outside sources of funding for the MLGSCA.

GENERAL INFORMATION:
The Public Relations Committee Chair serves as an ex-officio non-voting member of the Advisory Council. If the Chair cannot attend an Advisory Council or Business meeting, a representative should be designated or a report prepared for the President to deliver.

GENERAL DUTIES:
A. The Public Relations Committee is responsible for establishing liaisons with other groups, such as hospital, library and other MLA groups. This includes sending meeting and event announcements to other groups. The Committee should ask the MLGSCA membership to provide input regarding special events for the Committee to distribute.
B. The Committee is responsible for the development and distribution of the MLGSCA brochure.
C. The Committee will, along with the Membership Committee, promote new members for MLGSCA.
D. To promote the cause of health science librarians, the Committee will offer MLGSCA speakers and other resources to other health and library organizations or meetings.
E. The Committee will seek outside money to help support MLGSCA up to $999.00 per year. In 1997 a taskforce recommended to the Advisory Committee that advertising revenue be limited to $999.00 per year to avoid the potential tax liability on "non related business income". (See Blog Advertising Pricing Policy pg. 61)
   1. It will maintain a file of possible advertisers for the proposed electronic directory or blog. It will periodically contact them for advertisements. It will update, refine and expand this list of contributors when possible.
   2. Prospective advertisers should be asked to advertise in MLGSCA publications either through an email or phone campaign.
   3. If advertising copy is not already on file with the Blog Committee, advertising copy should be requested and forwarded to Blog Committee chair. PR committee should retain an electronic copy of advertising copy.
   4. After publication of ad, the billing process begins. Send a link to the MLGSCA Link blog, along with the invoice and a form letter. An invitation to continue or cancel the advertisement is contained in the form letter. Billing is done twice per year, generally in January and July for the following six months. See Section 3.2 Blog - Blog Advertising Pricing Policy ($99 for ad between blog posts).
   5. Follow-up reminders should be sent to accounts that are more than 60 days delinquent.
F. The Committee Chair is an ex-officio member of the Membership Committee. The Chair will also work closely with the Blog chair.
G. Budget: A budget is submitted to the Treasurer prior to the annual budget review meeting, usually held in August.
H. Reports: An annual report, which includes a summary of the year’s activities, the names of members of the Committee, expenditures for the year, and recommendations for next year’s budget as well as for any operational changes, is submitted to the Archivist and a copy is retained for Committee files. Reports on Committee progress are to be given at Advisory Council and Business meetings.

I. At year-end, send thank you letter to committee members.
3.15 RESEARCH COMMITTEE

COMMITTEE CHARGE:
The Research Committee has the responsibility for administering the annual research awards program. The Committee will also monitor the research support needs of the membership and make recommendations for programs and/or continuing education courses that develop skills needed for doing research. The Committee will cooperate with the MLA Research Section to help foster research-related skills and to promote interest in research among MLGSCA members.

The Chair of the Research Committee is appointed by the President of MLGSCA. The Chair selects other committee members from those expressing interest via the Committee Interest Forms. The total committee membership should be a maximum of five (5) members.

GENERAL DUTIES:
• Requesting annual funding for the awards program during the annual budget process.
• Submitting a call for research proposal at least once per year. First call due date: November 15. A second call would be made if monies continued to be available. Second call due date: March 15.
• Submit list of research award proposals to the MLGSCA Advisory Council. Review research proposals and recommend winning proposals.
• Submit list of research award proposals to the President of MLGSCA for approval.
• Contact primary investigators for all proposals to let them know if their proposals were funded.
• Submit a Newsletter announcement about the projects that were funded.
• Maintain a file/database of research project awards, investigators, and the research project calendar.
• Follow up on funded research projects to ensure that the project is being completed and the requirement of sharing results with the membership is being fulfilled.
• Identify courses, classes and workshops that foster the development of research skills and work closely with the MLGSCA Continuing Education/Program Committee so that such courses are offered to Chapter members.
• If possible, assign a committee member to attend the Library Research Section meeting(s) and program(s) at the MLA Annual Meeting.
• Submit pertinent articles to the MLGSCA Link Research Column that will help to foster Research and develop research skills among members.
• Create certificate(s) and present them to Research Award recipients for the year at the Spring meeting.
• At the end of the year the chair of the Committee should send thank you letters to each of the committee members

REPORTS:
• Prepare oral reports on committee activities, issues and recommendations for each Advisory Council meeting.
• Prepare oral reports on committee activities and items of importance for the Business meetings held at the Fall and Spring meetings of MLGSCA.
• Prepare and submit an Annual Report of a summary of the year’s activities, the names of members of the Committee, expenditures for the year, and recommendations for next year’s
budget as well as for any operational changes. A copy is sent to the Archivist and one is retained for the Committee files.

AWARDS PROGRAM:

Purpose: MLGSCA recognizes the need for research that focuses on topics and issues in health sciences librarianship. Of particular interest to MLGSCA are research projects that are practical in nature so that results can easily be put to use in other libraries. In addition to original research proposals, demonstration or replicated research proposals are considered acceptable. Group proposals are also encouraged. $1500 has been set aside for the awards program for the July-June fiscal year with $500 being the maximum amount per award. In addition to the requirements listed below, all successful recipients of an award must share the results of the research project with the membership. Such sharing may take the form of an article in MLGSCA Link, a presentation at an MLGSCA program or joint meeting, or a poster session at an MLGSCA program or joint meeting. Awards may be used for expenses such as the following:

- computer time
- literature searching
- telephone/fax costs
- software
- travel related to research

Salary, benefits and tuition/course fees are not supported under this awards program.

Eligibility: All applicants must hold current membership in MLGSCA. Student members of MLGSCA will be required to identify a practicing medical librarian or a library school faculty member as a sponsor for their research project. Sponsors do not have to be members of MLGSCA. In exceptional cases, consideration may be given to outstanding research proposals submitted by individuals who do not meet these eligibility requirements.

Requirements: All applicants must submit a completed research proposal to the Chair of the MLGSCA Research Committee. The first call for proposals will go out in the July MLGSCA Link with a due date of September 15th. If needed, a second call for proposals will go out in the January issue with a due date of March 15. The application should include:

1. A current curriculum vita must be included with the application.
2. If the proposal is a group project, a principal investigator must be identified in the application. The person identified is responsible for the research project and reporting.
3. If a student member of MLGSCA, a sponsor must be identified in the application (see eligibility section).
4. If the research results are published, recognition of Chapter support must be given.
5. Research results must be shared with the membership within one year of completion of the project.

Proposal Guidelines: Grant proposals should be brief, but complete. The following must be included:

I. Part 1: Project design
   A. Title of the project
   B. Name(s) of participants in the project including identification of principal investigator. Students should list their sponsor in this section.
   C. Rationale and assessment of needs including an explanation of the value of the research. This may include a summary of recent literature. (suggested length 1-2 pages).
D. Methodology: describe the general strategies to be employed in implementing this project. If this is a group project, it is important to identify the roles individuals will have in the project. If replicating another research project, indicate which project and if there is any variation in your proposal. Analyze the specific tasks necessary for carrying out this project and prepare a timetable for the completion of the project (suggested length: 2-3 pages).

E. Budget: provide a detailed budget for all expenses related to the research proposal. Indicate which expenses for which you are seeking to cover with the MLGSCA grant.

F. Sharing with members: indicate plans for sharing results of the research project with members of MLGSCA

II. Part 2: Curriculum vita that includes:
A. Applicant's name
B. Current working title
C. Institution name and address
D. Telephone and fax number (if available)
E. Education
F. Recent (5-10 years) work experience

Judging: Each research proposal will be reviewed by members of the MLGSCA Research Committee and a review ballot will be completed by committee members. Official notification will be sent to recipients and non-recipients after the Advisory Council meets and reviews the final list submitted by the Research Committee. Normally, this would be 30-45 days after the due date of the grant application. Depending on the quality of the applications, the Research Committee may recommend that no grants be presented in a given year.
3.16 WEB

COMMITTEE CHARGE:
Responsibilities of the Web Committee include the following:
1. Responsible for maintaining and updating the MLGSCA Web site with the assistance of committee members and people in MLGSCA elected positions;
2. Develop and/or integrate new technologies and functionality, including dynamic updating of the membership directory, etc.;
3. Perform regular usability studies and/or improvement projects related to the site, such as updating the information architecture; and
4. Promote the Web site periodically.

GENERAL INFORMATION:
The MLGSCA Web site is a primary vehicle for interaction, participation, and information among MLGSCA members, committees, students, advertisers, vendors, and prospective members. This will demand an ever-changing Web site. Therefore, all committees with Web projects should communicate and collaborate with the Web Committee regularly. The Web Committee will require that all content submitted to the Web site be in electronic format in order to easily facilitate updating. Changes in design will come from a majority vote of the Advisory Council. To accomplish the prior goals the Webmaster and Assistant Webmaster should possess an adequate array of Web development skills.

MEMBERS:
The Webmaster and Assistant Webmaster shall be appointed for one year by the incoming President and may serve an unlimited number of consecutive terms. Both serve as the leadership of the Web Committee.

The optimal number of committee members is 3-5, including the chair (Webmaster) and the Assistant Webmaster.

BUDGET:
At the beginning of each administrative year, an estimate of expenses should be submitted during the budget call, along with the goals and objectives to the Advisory Council. Funds may be needed for new or updated Web technologies or software as well as for outsourcing of design or graphics. Currently, the only budgetary item to be included each year is hosting the Web site on the MLA server at $360.00.

REPORTS:
The following reports should be completed in a timely manner: Midyear report (November) and Annual Report (March) for the report the President has to complete for MLA. Committee members should contribute to both reports along with discussion list activities, recent accomplishments and current projects.

At the end of the year, an annual report is submitted to the Archivist and a copy is retained in the Committee's files for his/her successor. This report includes a summary of the year's activities, the names of members of the committee, expenditures for the year, and recommendations for next year's budget as well as for any operational changes.
4.1 ARCHIVIST

The archivist shall be appointed for one year by the President promptly after the Spring Meeting and may serve an unlimited number of consecutive terms. The archivist shall have the duty to collect and maintain the records of the Group.

SCOPE OF ARCHIVES:
The archives contain significant reports and documents, but not thank you notes letters for meeting arrangements, and correspondence of a general nature. All annual reports and any important papers generated during the year should be deposited with the archivist. Following are items which should be collected:

- President deposits originals of significant reports, decisions, and resolutions, correspondence.
- Secretary deposits originals of minutes of general meetings, minutes of Advisory Council meetings, copies of materials distributed at meetings.
- Program chair sends copies of meeting notices, final programs.
- Treasurer deposits copy of annual financial statement/report, income and expenditure records, copies of tax forms, non-current ledger books, and significant correspondence.
- Committee chairs deposit sample copies of forms used annually, minutes of committee meetings, and annual reports.

The archivist can pull information (reports/minutes) from the MLGSCA homepage to Augment or replace lost materials when/if applicable and place in archives.

GENERAL DUTIES:
The archivist should review the files for completeness and obtain material to fill in gaps by contacting the appropriate member for information needed. A manual should be maintained indicating how the files are organized, policy for retention and weeding, and notices or instructions to Advisory Council members regarding the depositing of materials in the archives. The annual report of the archivist can make a statement on items added, any reorganization, uses of the archival material and other important activity.

Archivist will hold ten years of archived materials within his/her possession and transfer earlier materials to the storage facility at UCLA. At the present time the archivist will be working with Russell Johnson at the History Collection within Louise Darling Biomedical Library. Russell will collaborate with archivist regarding the transfer; dissemination and electronic coding of MLGSCA archived materials. In the event that archives must be accessed, and when electronic access is not possible, Russell will assist archivist with procurement of archived materials needed.

BUDGET:
At the beginning of each year, an estimate of expenses should be submitted to the Treasurer for budgeting purposes. Funds may be needed for files, printing, postage, and administrative or personnel compensation for all materials scanned into electronic format.
4.2 COUPON EXCHANGE MANAGER

The ILL Coupon Exchange Program was terminated December 31, 2008, because Freeshare and other developments in Docline and the EFTS program made it obsolete. Outstanding coupons were recalled throughout 2008 and the Coupon bank accounts were closed.
4.3 NATIONAL NETWORK OF LIBRARIES OF MEDICINE (NN/LM)  
PACIFIC SOUTHWEST REGION (PSR)  
REGIONAL ADVISORY COMMITTEE (RAC) REPRESENTATIVE

ELIGIBILITY:
One active MLGSCA member currently employed in a health sciences library (other than a Resource Library) that is part of the National Network of Libraries of Medicine (NN/LM), Pacific Southwest Region, shall serve on the Regional Advisory Committee (RAC) of NN/LM PSR for a three-year term.

APPOINTMENT PROCESS: As the term expires, a new representative shall be appointed by the President upon recommendations from the MLGSCA Advisory Council. Representation shall be based on type of library and upon geographic distribution.

GENERAL DUTIES:
- The Representative is a member of the MLGSCA Advisory Council and attends Advisory Council meetings.
- As part of the RAC, the MLGSCA Representative:
  - advises NN/LM PSR staff on implementing programs to improve health professionals' and consumers' access to biomedical information, within the framework of the NN/LM PSR contract with NLM
  - reviews and evaluates NN/LM PSR programs and services
  - works with NN/LM PSR to encourage health professionals, health science libraries, community organizations, and others to participate in regional and national programs affecting the delivery of health information.
- RAC members receive progress reports, further two-way communications between NN/LM PSR and constituent groups, serve on subcommittees, and participate in an electronic discussion list to raise issues and provide feedback to NN/LM PSR staff.
- The Representative attends any and all RAC meetings called by PSRML and is expected to take part in the discussions, representing the views of the MLGSCA membership on issues and proposals discussed.
- The Representative gives oral and/or written reports of the NN/LM PSR activities and encourages feedback about issues important to MLGSCA membership. These reports may a presentation at a chapter Business Meeting, articles on the MLGSCA blog, or messages on the MLGSCA listserv.

The Representative’s records consist of the annual report of NN/LM PSR, list of RAC members, minutes and handouts from meetings of the RAC, handouts from meetings, reports to MLGSCA, copies of procedures for the Representative, and Advisory Committee bylaws and documents distributed by NN/LM PSR
- Transportation and RAC meeting-related expenses are reimbursed by PSRML.
- PSRML RAC web site is http://nnlm.gov/psr/racweb.html
4.4 WEBMASTER

The Webmaster and Assistant Webmaster shall be appointed for one year by the incoming President and may serve an unlimited number of consecutive terms. With the amount of skill and time needed to adequately manage the MLGSCA Internet site it is strongly recommended that the Webmaster not hold any other committee chair positions. The Webmaster serves on the Advisory Council as an ex-officio non-voting member and is expected to attend all Advisory Council and Business Meetings as with other Council members.

The MLGSCA Web site is a primary vehicle for interaction, participation, and information among MLGSCA members, committees, students, advertisers, vendors, and prospective members. This will demand an ever-changing Web site. Therefore, all committees (particularly EIRC, Blog and Public Relations) with Web projects should communicate and collaborate with the Webmaster regularly. The Webmaster will require that all content submitted to the Web site be in electronic format. Changes in design will come from a majority vote of the Advisory Council. To accomplish the prior goals the Webmaster should possess an adequate array of Web development skills.

NECESSARY SKILLS:
- Coding of HTML
- Debug HTML code
- FTP
- Electronic file organization and naming
- Javascript (recommended)
- CGI (recommended)
- Streaming media
- Web page layout
- Server side database interaction (strongly recommended)

GENERAL DUTIES:
- Reports activities during Advisory Council meetings
- Compilation of Web stats
- Submission of a budget
- Reports on special projects
- Report of recent updates
- Ensure assignments of content updates for Web pages
- Administer and maintain web site content
- Archive web content
- Regularly update:
  - Content
  - Latest reports
  - Meetings and programs
  - Change of officers
  - Committees’ charges page
  - Changes to email addresses
  - Changes by committee chairs
• Maintain:
  o Archive of outdated materials
  o Site currency
  o Site consistency
  o Page layout for new areas
  o Functionality:
    • Server/client interaction
    • Interactive pages

The Webmaster is always encouraged to solicit help from those in MLGSCA who can code Web pages.

BUDGET:
At the beginning of each administrative year, an estimate of expenses should be submitted during the budget call, along with the goals and objectives to the Advisory Council. Funds may be needed for new or updated Web technologies or software as well as for outsourcing of design or graphics. Currently, the only budgetary item to be included each year is hosting the Web site on the MLA server at $360.00.
5.1 INTERNAL AUDITOR

In the fall of 2006, at the suggestion of the MLGSCA Financial Advisor, an internal auditor position was created and filled for a two-year term. The internal auditor position was designed to cooperate and work with the Finance Committee Chair(s) and Treasurer, but would operate independently of them.

The following initial guidelines for the position were suggested by the Financial Advisor:
- Read written policies for recording income and see they are followed;
- Read written policies for recording expenses and paying invoices and see they are followed; See that bank reconciliations are done monthly;
- See that invoices are stamped "paid" to avoid accidentally paying twice;
- See that financial reports are presented at board meetings and approved or accepted.

Input was also received from Ray Naegle at MLA, who stated that it was important for chapters to have good internal financial controls in place. Examples of good internal control include having an internal auditor, who checks the books regularly to ensure that there are no glaring errors or omissions; and having processes in place ensuring that invoicing, check processing, and check signing are not all done by the same person. He also said that many chapters are unable to afford the cost of a more formal financial review or audit. Based on these guidelines, our internal auditor proceeded to do a number of spot checks of the financial books, made several inquiries to the Treasurer, and presented the findings at several business meetings.

At the Advisory Council budget meeting held in July, 2009, our CPA (who prefers this term to "Financial Advisor") attended and reaffirmed that the role of the internal auditor was very important in order to conduct occasional, random spot checks of the financial books. The CPA also stated at that time that we were not required to have an audit of our books, but that a financial review was advisable on a periodic basis, perhaps every 2-3 years.
5.2 MAILBOX

MLGSCA maintains a PO Box to provide a consistent chapter mailing address and avoid problems with receipt of mail when officers and chairs change. The individual responsible for overseeing the mailbox checks it and forwards the mail in a timely manner. This individual also makes certain the box rental is renewed each year.

For many years the chapter mailing address has been:

MLGSCA
P.O. Box 6006
Irvine, CA 92616-6006
5.3 MLA BENCHMARKING LIAISON

In 2010, the MLA Benchmarking Project was in transition, and there was no role for a chapter Benchmarking Liaison. It is anticipated that MLA will reestablish the project in some fashion at a future date. (10/10 D Klein)

At the August 6, 2010 Advisory Council Budget Meeting, there was a unanimous vote to retain benchmarking liaison and change name from MLA Benchmarking Liaison to MLGSCA Benchmarking Liaison and keep as a volunteer position. President to appoint liaison who will ask MLA for plans on benchmarking for year and report back to AC; write something for manual to explain this position; ad-hoc, non-voting AC member.
5.4 MLA CREDENTIALING LIAISON

The Credentialing Liaison helps MLGSCA members with any issue relating to MLA's Academy of Health Information Professionals (AHIP). This includes publicizing the Academy to MLGSCA members, assisting members with dossier preparation, and helping to resolve questions or issues about any aspect of the Academy through discussions and referrals to MLA Headquarters staff or members of the MLA Credentialing Committee.

The roles and responsibilities of MLA Chapter Credentialing Liaisons, as well as a current list of liaisons, is available on the MLA web site at http://www.mlanet.org/academy/chapter.html. Information about the Academy of Health Information Professionals is available on the web at http://www.mlanet.org/academy.