

2.1 PRESIDENT

As stated in the bylaws:

The duties of the 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 all committee chairs; and some members of the Advisory Council, the Archivist, and PSRML Advisory Committee members, to appoint and exercise supervision over the ILL Coupon Exchange Manager, 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. In the event the President is not able to preside over a specific meeting, the President-Elect will serve as temporary replacement. A Parliamentarian may be appointed by the President to serve a term concurrent with that President. This person may be reappointed to serve additional terms.

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, 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 the Association.

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

2.1 PRESIDENTIAL DUTIES - DETAILED

- I. Appoint committee chairs (committee chairs must be voting members of MLA)
 - A. Based on questionnaire of interested people, usually sent out in the spring Newsletter.
 - B. Supply chairs with lists of interested members who answer the interest questionnaire. Request that chairs notify you of their selected committee members. Coordinate with the secretary to prepare and list of the names of officers, committee chairs, and committee members to submit to the Newsletter for publication.
 - C. The standing committees are listed in the front of the MLGSCA Directory. 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 chairs' meeting plans.
 - A. Alternate place of Council meetings at members' libraries
 - B. Work with Secretary to send out Advisory Council meeting notices with agenda items, date, hour, and location for the meeting. Provide map and driving directions with notice. Ask for members who cannot attend to reply with their reports by a certain date.
 - C. Make up agenda to distribute with meeting notices or handouts at the time of meeting.
 - D. At the beginning of the year, prepare a calendar of program dates, elections, deadline for membership renewals, report due dates, etc., and review the calendar at each Advisory Council meeting. The President should work closely with President-elect in order to facilitate planning of calendar for MLGSCA. The President should also work closely with Tri-Chairs for the Joint Meeting if the meeting is held during the year of tenure.

- III. Coordinate activities of officers and committee chairs.
 - A. Make sure that Secretary, Membership Chair, and Newsletter Editor coordinate mailings
 - B. Treasurer and membership Chair must coordinate their receipts of membership monies.
 - C. Newsletter Editor and Public Relations Chair need to receive input for newsletters and publicity from all officers and committee chairs
 - D. Make sure everyone knows how to use the mailing service. Distribute copies of the order form at the first Advisory Council meeting (revise form to show current Treasurer for billing). Mailings are coordinated through the Membership Chair (who prints mailing labels) or through discussion at the Advisory Council meeting. Some mailings are done separately (e.g. program announcements, membership renewal).
 - E. Secretary should prepare minutes of business meetings to be sent to the Newsletter Editor for redaction in the Newsletter. A brief summary of Advisory Council meetings should be published in the Newsletter. 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 President feels it is necessary

- B. Be familiar with Robert's Rules of Order
 - C. Be familiar with MLGSCA Bylaws
 - D. At business meeting
 1. Ask for approval of previous minutes
 2. Discuss old business - report results of previous discussions
 3. Request committee chairs and officers to report OR give an overview yourself 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; call for general announcements
 6. Adjourn meeting
- V. Budget
- A. At the end of the year, have all officers and committee chairs prepare an estimate of expenses to submit to the treasurer and incoming officers and committee chairs.
 - B. An expense estimate form is available from the Treasurer; have each new officer and committee chair 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, 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 Group.
- 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 a room can be reserved. The President and President-Elect should attend if possible. MLA also organized an orientation for incoming chapter chairs; advise the President-Elect of the need to attend this, as 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 to the MLA Executive Director the MLGSCA objectives (usually due in late summer), the mid-year progress report (usually due in October), and the annual report

(usually due in March).

- 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; make sure the Membership Committee 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. Send regularly:
 - 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 each issue of the *MLGSCA LINK*
 - B. Prepare an MLGSCA annual report (this can be an update or revision of the report submitted to MLA) for publication in the July *MLGSCA Link*.