

2.6 MLA CHAPTER COUNCIL REPRESENTATIVE AND ALTERNATE

I. INTRODUCTION

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 usually provided at the annual Chapter Council meeting to Representatives and Alternates whose term of office will continue through the next annual meeting and is also accessible as part of the Chapter Council section on MLANet, the website for the Medical Library Association. 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.

II. 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, newsletters, chapter history, MLGSCA Union List of Serials.

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.

III. 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.

August 1: Chapter objectives to MLA headquarters (President submits).

October 30: Midwinter Progress report to MLA headquarters (President submits).

January 31: Copy of chapter membership database to MLA headquarters, Director of Membership (Membership Committee Chair submits).

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).

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 Chapter Chairs' lunch at the Annual Meeting. Reminders of deadlines are usually posted on the Chapter Council listserv and/or the Chapter Chairs listserv.

IV. MEETINGS

The only full meetings of the Chapter Council are held at the MLA Annual Meetings. Since 1998, only one meeting has been held; it 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 be able to 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 \$400 to offset expenses required for attending the Chapter Council meeting.