

Mid-Atlantic Chapter of the Medical Library Association

Policy & Procedure Manual

INTRODUCTION

The purpose of this manual is to provide a record of policy decisions and to serve as a guide when conducting chapter business. Policies and procedures are written as needed and reviewed annually by the Executive Board.

Policies are boundaries for organizational and managerial action. They establish objectives, guidelines and regulations. They may be very broad, basic policies allowing for flexibility as well as more specific operational policies with less flexibility.

Procedures give ways by which policies are to be achieved. A statement of procedures provides instructions and step-by-step explanations of how to carry out a policy.

Sources of information for the P & P Manual include MAC Bylaws, the Strategic Plan, previous editions of the Manual, and minutes of Executive Board meetings. An outline format should be followed whenever possible. Adoption/revision dates are mandatory and should be noted at the end of each section.

The P & P Manual is divided into three major sections with the following information:

- I. General Policies and Procedures
- II. Guidelines for the Executive Board (Chair, Immediate Past Chair, Chair-Elect, Secretary, Treasurer, Chapter Council Representative and Alternate, and Archivist)
 - A. General Guidelines
 1. Eligibility Requirements
 2. General Duties of Officers
 - B. Specific entries for each office
 1. Charge and Term of Office
 2. MLA Responsibilities
 3. MAC Responsibilities
- III. Guidelines for Committees, Liaisons, and Others (Honors and Awards Committee, Membership and Recruitment Committee, Nominating Committee, Professional Development Committee, Annual Meeting Committee, Communications Committee, Research and Assessment Committee)
 - A. General Guidelines
 1. Eligibility requirements
 2. General duties of committee chairs
 - B. Specific entries for each committee
 1. Charge to the committee
 2. Committee membership
 3. Specific committee policies and procedures
 4. Samples of letters, forms, ballots, etc.

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General Policies and Procedures

- I. Members
- II. Dues
- III. Budget
- IV. Financial Accounting and Reports
- V. Travel Assistance
- VI. Annual Meeting Site
- VII. Honoraria and Expenses for the Annual Meeting
- VIII. Financial Records for the Annual Meeting
- IX. Chapter Archives
- X. MAC Bylaws Revision

Members

- I. Policy
 - A. Active Members shall be persons who are interested in the purposes of the Chapter, pay dues and are eligible to hold office and serve on committees.
 - B. Honorary Members shall be persons who have been chosen by the Chapter for outstanding contributions to health sciences librarianship. Honorary members shall be recommended by Chapter members and elected by the Executive Board.
 - C. Retiree Members shall have been MAC members for five consecutive years immediately prior to retirement. Retiree Members are not required to pay dues and are not eligible to hold office, serve on committees, or vote in MAC elections.
 - D. All chapter members are eligible to vote for Chair-Elect, Secretary and Treasurer.
 - E. All active Chapter Members and Honorary Members are eligible to:
 1. Vote on decisions affecting the Chapter.
 2. Serve on Chapter committees.
 3. Vote in MAC elections.

Dues

- I. Policy
 - A. Dues shall be determined at the Chapter Annual Meeting by majority vote of the active members present and shall be due on October 1.
 - B. Chapter dues shall be payable on joining the chapter and thereafter by the beginning of October each year.
 - C. Dues shall be assessed on an annual basis for the period of one year from October 1 to September 30.
 - D. If dues are unpaid by October 1, the dues shall be considered in arrears and without further notice the Active Member shall be suspended from all rights and privileges.
 - E. Dues received before, or during, or after the Annual Meeting will instate/reinstate a member in good standing for the remainder of the membership year.
 - F. Dues must be received by October 1 to ensure inclusion of member's listing in the MAC Directory for the year.

II. Procedures

- A. Dues will be renewed via MAC's online registration system. The Database Manager will send reminders to members via e-mail, the Chapter discussion list, and MAC Messages in July and September about the dues deadline
- B. To avoid confusion and prevent duplicate payment at the Annual Meeting, the Database Manager will provide, at the registration desk of the meeting, a printout of all members who have paid dues for the coming year.

Budget

I. Policy

In order to provide the most effective use of MAC's financial resources, a yearly budget of all projected program and Executive Board expenses and income, excluding the Annual Meeting, will be prepared by the MAC Chair, with assistance from the Members of the Executive Board and the Committee Chairs, for review at the Winter Board meeting.

II. Procedures

- A. The Chair's call for agenda items for the winter Executive Board meeting will include a call for budget proposals from Members of the Executive Board and all Committee Chairs.
- B. Projected income, expenses and budget requests will be discussed at the winter Executive Board meeting.
- C. The Treasurer will prepare an accounting each year of the actual expenses from the previous year compared to the projected expenses prepared by the Committee Chairs. The expense report will be distributed to the Executive Board and Committee Chairs.

Financial Accounting and Reports

I. Policy

- A. The Treasurer shall provide a yearly accounting of the financial records and shall assure compliance with IRS requirements.
- B. The fiscal year of the Chapter shall be from January 1st to December 31st.

II. Procedures

- A. The Treasurer will annually review chapter finances in preparation for the Winter Executive Board meeting financial report.
- B. The tax return information is prepared and submitted to MLA as part of the Chapter Group Filing for Federal Form 990. MLA notifies the Treasurer when the form needs to be completed.

- C. As an MLA affiliate incorporated in the State of Illinois, the Treasurer completes the required report form and submits it according to MLA's directions. This is done in the first quarter of the year.

Travel Assistance

- I. Policy
 - A. At the discretion of the Executive Board and contingent upon the status of the treasury, financial assistance from the MAC treasury may be requested and received for expenses incurred in travel to Executive Board or other required meetings.
 - B. Members of the Board, standing committees, the Program Committee and special committees may request assistance.
 - C. Travel assistance may be requested for Executive Board meetings (including Executive Board meetings held in conjunction with the Annual Meeting). Committees needing to meet at other times during the year and requiring financial assistance must submit a proposal and budget to the MAC Chair for prior approval.
 - D. Chapter Council Representative and Alternate have their registration fee (inclusive conference) for the MLA annual meeting and the cost of their Chapter Sharing Roundtable luncheon ticket reimbursed.
 - E. Chapter Chair and Chair Elect will have their registration (inclusive) for the MLA annual meeting reimbursed.

- II. Procedures

- A. The Chair will call for such requests with the call for agenda items prior to the winter Executive Board meeting (see Budget).
 - B. Travel expenses will be reimbursed up to \$250 per meeting. Allowable expenses include: 1) transportation, 2) lodging, 3) meals, and 4) additional expenses approved by the Chair. All other meeting expenses (such as refreshments, room rental, etc.) will be assumed by the Board when there is no institutional support.
 - C. The Treasurer may set the mileage reimbursement rate as needed by updating the Personal Reimbursement Voucher.
 - D. All requests for reimbursement for budgeted travel should be submitted on the MAC/MLA Personal Reimbursement Voucher to the Treasurer after approval by the Chair. Vouchers must be submitted within 30 days.

Annual Meeting Site

- I. Policy
 - A. The site of the annual meeting rotates in the following sequence: West Virginia, District of Columbia, North Carolina, Virginia, Pittsburgh, Maryland. West Virginia and the District of Columbia alternate in the rotation.
 - B. The city and hotel will be determined at least two years in advance depending on the location.

- C. The Executive Board shall determine the site of the meeting with input from representatives of the site's state. Recommendations should include identification of the Chair(s) for the Annual Meeting Committee. The site of the Annual Meeting should be announced before the end of the preceding Annual Meeting.
- D. Multi-chapter meetings may be planned for every 3 – 5 years and may be held in the MAC region or in one of the other participating chapters' regions.

Honoraria and Expenses for the Annual Meeting

I. Policy

- A. Annual Meeting Committee should present a proposed budget for meeting expenses and income for approval by the MAC Executive Board at its Winter meeting.
- B. Invited Speaker (Keynote, dinner speaker, panelist, etc.) – MAC Member
 - 1. MAC members who are invited speakers will NOT receive honoraria or have their registration fee waived.
 - 2. MAC members who are asked to lead a Demonstration, Sharing Session or a Special Interest Group will NOT receive honoraria or have their registration fee waived.
 - 3. Travel expenses of MAC members invited as speakers proposed by the Annual Meeting Committee may be submitted to the executive board for consideration and approval.
- C. Invited Speaker (Keynote, dinner speaker, panelist, etc.) – Non-MAC Member
 - 1. MLA members who reside in or work in the MAC area boundaries but are non-MAC members will NOT have their registration fee waived or receive honoraria.
 - 2. Meeting registration is waived – may attend entire meeting
 - 3. Meals covered by meeting registration are included.
 - 4. Speaker gifts TBD by Annual Meeting Committee.
 - 5. Travel expenses to be paid by speaker out of honoraria or other funds as available (e.g., grants).
- D. NLM Update Presenter and MLA President/President Elect
 - 1. No honoraria
 - 2. Meeting registration is waived – may attend entire meeting
 - 3. Meals covered by meeting registration are included
- E. RML Update Presenter
 - 1. No honoraria
 - 2. Meeting registration is required
 - 3. Meals covered by meeting registration are included
- F. CE instructors
 - 1. Honoraria TBD by Professional Development Committee in consultation with the Annual Meeting Committee Chairs.
 - 2. Meeting registration is not required unless also attending the meeting.
 - 3. Travel expenses, one day's meals, and lodging expenses are paid by MAC following reimbursement procedures specified by the MAC Treasurer.

G. Exceptions

1. Deviation from the practices mentioned above may be made by a majority vote of the Executive Board.
2. The Annual Meeting Committee or Professional Development Chair may make deviation from other limits without the approval of the Executive Board when it results in keeping costs down. For example, the Annual Meeting Committee or Professional Development Chair may decide to pay more than one night's lodging and meal expenses when the speaker/CE instructor stays over Saturday night to get a reduced airfare.

II. Procedures

- A. Speakers and CE instructors are responsible for making their hotel reservations.
- B. The Annual Meeting Committee will notify speakers directly regarding honoraria. The Professional Development Committee will notify CE instructors directly regarding honoraria. A MAC/MLA Personal Reimbursement Voucher should be sent to these speakers/CE instructors by the Annual Meeting Committee or Professional Development Committee Chair (see Travel Assistance). Both the Annual Meeting Committee and Professional Development Committee Chairs should send the MAC Treasurer a list of anticipated expenses for each invited speaker/CE instructor at least one month prior to the Annual Meeting.
- C. Participants not eligible for honoraria will be notified by the Annual Meeting Committee in writing before they are confirmed.

Financial Records for the Annual Meeting

I. Policy

Deposits, disbursements and financial records for the Annual Meeting shall be handled by the Treasurer, in so far as is possible.

II. Procedures

- A. The Treasurer will serve as an ex-officio member of the Annual Meeting Committee.
- B. The financial records for the Annual Meeting shall be kept by the Treasurer.
- C. Funds for the meeting shall be deposited by and disbursed by the Treasurer. Adequate documentation shall be required for all deposits and disbursements (e.g. invoices, receipts, personal reimbursement forms).
- D. Members of the Annual Meeting Committee who are responsible for the collection of funds and/or the generation of expenses (bills or receipts for reimbursement) shall confer with the Treasurer in establishing procedures to ensure provision of necessary documentation.
- E. If a petty cash fund is deemed necessary, the Treasurer and the appropriate committee chair shall establish a procedure for its use.
- F. The Treasurer and Meeting co-chairs will compile a report of all income and expenses from the Annual Meeting. The information may be found in reports for the preceding and/or subsequent year.

Chapter Archives

I. Policy

Recognizing the need to preserve information concerning the Mid-Atlantic Chapter of the Medical Library Association, the Chapter will participate on a yearly basis in the Medical Library Association's Archival Materials Program.

II. Procedures

- A. Each year, at the close of the Annual Meeting of the Chapter, the Archivist shall collect the following materials for archiving:
 1. Current Chapter Directory
 2. Annual Reports from all Committee Chairs
 3. Treasurer's Report
 4. Executive Board and Annual Business Meeting Minutes
 5. Program from the Annual Meeting
 6. Policy & Procedure Manual (or Revisions)
 7. Bylaws
 8. Strategic Plan
 9. Annual Goals and Objectives
 10. Committee Rosters
 11. Board Decision List (if revised)
 12. Other Chapter Publications
- B. The Chapter Archivist will forward files of online documents or mail materials not stored online to the Archivist where MAC archives are currently stored. (VCU),
- C. Chapter officers may opt to store documents not listed above on designated MAC Wiki workspaces. Any documents stored on the MAC Wiki or MAC Intranet should be reviewed for potential archival or informational value before being removed or passed on to an officer's successor.

MAC Bylaws Revision

I. Policy

The MAC Immediate Past Chair shall be responsible for reviewing and revising the current edition of MAC Bylaws.

II. Procedures

- A. The MAC Immediate Past Chair should obtain the most up-to-date copy of the MLA Model Bylaws for Use by Chapters and Sections from the MLA Bylaws Committee Chair or MLA Headquarters. It may also be useful to have a copy of Roberts Rules of Order Newly Revised.
- B. During the Winter Executive Board meeting, the MAC Immediate Past Chair will bring before the Board suggested changes to the MAC Bylaws (any MAC member may suggest changes).

- C. All suggestions for revisions, as well as any inconsistencies, should be prepared in draft form and distributed to the Executive Board for review by February 15. If the revisions are numerous and/or complicated in nature, the MAC Immediate Past Chair may form a Bylaws Committee and serve as its Chair.
- D. The final draft of all proposed Bylaws revisions must be submitted to the Chair of the MLA Bylaws Committee following the schedule listed in Procedures for Submission of Bylaws Revisions by Chapters and Sections.
- E. Recommendations from the MLA Bylaws Committee should be incorporated in the proposed revisions and distributed for voting by the MAC membership.
 - 1. Proposed Bylaws Revisions and instructions for voting are posted on the MAC Website and MAC Blog.
 - 2. MAC members are notified via the MAC Messages Blog and direct email through WildApricot that the Bylaws amendments have been posted.
 - 3. Active MAC members (as determined by list provided by the Membership Database Manager) are e-mailed and notified of the amendment and ballot posting via a secure online survey tool. Prior to the vote, members with secure online survey tool access blocked by firewalls will be informed of the option to have the survey sent to their personal email address.
- F. After distribution of the amendments and ballots, voting takes place.
 - 1. Active MAC members vote online via a secure online survey tool.
 - 2. The voting period is 30 days from the day of the announcement sent via the MAC Messages Blog and WildApricot.
 - 3. Discussion of the revisions prior to voting may take place via the MAC Messages blog. This procedure is followed when the MAC Board does not anticipate that the recommended revisions will cause any major conflicts.
 - 4. The result of the vote is reported at the MAC Annual Business Meeting by the MAC Immediate Past Chair.
- G. If the MAC Executive Board determines that the recommended Bylaws changes are controversial in nature and need broader discussion these procedures will be followed.
 - 1. At least 30 days prior to the MAC Annual Meeting, the proposed changes will be posted to the MAC Website, announced via the MAC Blog, and through direct e-mail to active MAC members, as noted section E. However, the discussion would then be held at the Annual Business Meeting.
 - 2. Within 30 days following the Annual Meeting, a summary of the discussion and a ballot will be posted on the MAC Web site. A MAC Blog announcement and a direct e-mail to active MAC members will be sent to notify members to review the discussion and vote via a secure online survey tool by the established deadline.
- H. The votes will be collected and tabulated via a secure online survey tool. The bylaws may be amended by a two-thirds vote. The MAC Immediate Past Chair will share the results with the MAC Executive Board and announce via direct email and on the MAC Messages Blog.
- I. The revised bylaws must be sent to the MLA Bylaws Committee Chair noting any amendments that were made by members during the voting process.
 - 1. The MLA Bylaws Committee must review these amendments before issuing final approval of the bylaws. If there were no amendments and tentative approval from the Bylaws Committee was given in the previous review, the revised bylaws may be considered approved.

2. The bylaws that have been approved by the members and by the MLA Bylaws Committee should be sent to:
 3. MLA Headquarters
 4. MLA Bylaws Committee Chair
 5. MLA Council Chair
 6. Chapter Archivist
- J. The newly revised and approved MAC Bylaws must be posted to the MAC Website.

Guidelines for the Executive Board

- I. General Guidelines
- II. MAC Chair
- III. MAC Immediate Past Chair
- IV. MAC Chair-Elect
- V. Secretary
- VI. Treasurer
- VII. Chapter Council Representative
- VIII. Chapter Council Representative Alternate
- IX. Archivist

General Guidelines

The MAC Executive Board shall be composed of the following elected officers: Chair, Chair-Elect, Immediate Past Chair, Secretary, Treasurer, Chapter Council Representative (ex officio, voting), and Alternate Chapter Council Representative (ex officio, voting), Archivist (ex officio, non-voting). Terms of office for each officer are found in the MAC Bylaws.

I. Eligibility Requirements

Officers must be active members of MAC and Regular Members or Fellows of MLA. Officers must be working within the MAC Region during their term of office.

II. General Duties of Officers

- A. Attend the MAC Executive Board meetings.
- B. Supervise Chapter business between meetings.
- C. Make recommendations to the Chapter.
- D. Monitor the expenditure of funds.
- E. Submit a written progress report for the Fall Business meeting and incorporation into the Chapter's Midyear report to MLA.
- F. Submit a written progress report (covering period since Midyear report) for the Winter Business meeting and incorporation into the Chapter's Annual report to MLA.
- G. Review the Policy and Procedure Manual on an annual basis and revise as necessary.
- H. Prepare a written report of activities to be distributed at the Annual Business Meeting.
- I. Present an oral report of activities at the Annual Business Meeting.
- J. Perform other duties as specified in the Bylaws, Strategic Plan or Policy & Procedure Manual.

- K. Periodically review committee files stored on the MAC Intranet and MAC Wiki to identify information related to the officer's position that is outdated or no longer needed. Consult with Archivist before removing documents of potential archival value.
- L. Any officer who cannot fulfill a term shall submit a letter of resignation to the Chapter Chair. Copies should also be submitted to the MLA Chapter Council Chair and MLA Headquarters as appropriate.

MAC Chair

I. Charge and Term of Office

The Chair presides at all business meetings of the Chapter and the Executive Board, submits a midyear and annual report to MLA, and performs other duties prescribed by the Bylaws. The Chair serves for one year to be preceded by a one -year term as Chair-Elect and followed by a one-year term as Immediate Past Chair.

II. MLA Responsibilities

- A. Represents the Chapter in business matters related to MLA.
- B. Submits an annual report to be published as part of the MLA Annual Report on Chapter activities by date required by MLA; submits a mid-year report on Chapter activities by date required by MLA.
- C. Sets Chapter goals. Include goals as agenda item for the fall meeting of the Executive Board at which time the new MLA priorities can be reviewed. Specific Committee goals should be discussed during the various Committee meetings at the annual meeting, in preparation for submission to the Chair following the annual meeting. The goals are officially adopted at the winter Executive Board Meeting.

III. MAC Responsibilities

- A. Attends Executive Board meetings as a voting member.
- B. Sets the agenda and conducts Executive Board meetings.
- C. Sets the agenda and conducts the Annual Business meeting.
- D. Conducts the business of the Chapter in accordance with the Bylaws.
- E. Contributes article(s) and editorial(s) to MAC Messages as appropriate, at least annually.
- F. Corresponds with other chapters as necessary.
- G. Appoints committee chairs.
- H. Solicits volunteers for membership on committees; works with committee chairs to appoint new committee members.
- I. Works with the Communications Committee to appoint MAC Messages blog editor and Website editor.
- J. Sends letters of appointment to committee chairs, committee members, newsletter editor, etc.
- K. Works with the Board and the Annual Meeting Committee to determine future meeting sites.
- L. Selects and invites an MLA Board member to participate in the MLA session for the annual meeting. When confirmation is received, informs Annual Meeting Committee, who contacts presenter to make arrangements.

IV. MAC Chair Calendar of Activities

October

- After the annual meeting poll Board members, committee chairs, and task force chairs on availability for Winter Board meeting.
- Set time and place of Winter Board meeting and with alternative snow date and notify attendees.
- Draft goals for the coming year to be presented at the winter Executive Board meeting, revised and adopted.
- Write a "Welcome from the Chair" article for *MAC Messages*. Prepare the MLA Midyear report, due around November or December.
- Update listserv lists for MAC Board and MAC Committee chairs
- Send Webmaster update for MAC Officers
- Invite MLA president to next year's annual MAC meeting
- Send Intranet/Wiki login information to current members

November

- Send appointment letters to new committee members
- Send Webmaster update to Committee chairs and members

January/February

- Preparation for Winter Board Meeting
 - o request to confirm attendance
 - o lunch preferences (if applicable)
 - o maps, travel information and lodging information (as appropriate)
 - o call for agenda items and copies of information to be distributed at the meeting
 - o budget request form to be completed and returned by Officers, and Committee and Task Force Chairs before the meeting
- At Board meeting
 - o Formally adopt goals for the coming year
 - o Receive final reports about activities of the previous annual meeting
 - o Allow committees and task forces to meet and report back to the group
 - o Immediate Past Chair will present any bylaws changes as determined and deemed necessary to the Board

March

- Write Chapter Annual report and send to MLA for inclusion in MLA's Annual report.
- Poll Board members, committee chairs, and task force chairs on availability for Fall Board meeting. Set date for Fall Executive Board meeting to be at least 3 weeks before the annual meeting.

June/July

- Poll Board members, committee chairs, and task force chairs on availability for Fall Board meeting.
- Set time and place of Fall Board meeting and notify attendees.

July/August

-

- Review the strategic plan.
- Identify Out-going Officers, Committee Chairs, Committee Members, and other appointed persons to be honored by August 31 and sends that information to the chair of the Honors and Awards committee or their designee.

September

- Send appointment letters to new Committee Chairs
- Preparation for Fall Board Meeting
 - o request to confirm attendance
 - o lunch preferences (if applicable)
 - o maps, travel information and lodging information (as appropriate)
 - o call for agenda items and copies of information to be distributed at the meeting
- At Board meeting
 - o Allow committees and task forces to meet and report back to the group
 - o Determine location for annual meeting 2 years in advance
 - o Preparations for Annual Business Meeting

October

- Prepare mid-year report for MLA, include election results and names of incoming committee chairs
- Collect Board, Committee, and Task Force reports for annual business meeting
- At annual meeting Preside over business meeting, present Chair's report.
- Contact MAC member who is affiliated with the state association for the area in which the annual meeting will be held two years hence to get a recommendation for an appropriate site. Forward recommendations to the Executive Board.

November

-Place a call on MAC Messages Blog and direct email via WildApricot for committee member volunteers, to be sent to the MAC chair; acknowledge receipt.

MAC Immediate Past Chair

I. Charge and Term of Office

The Past Chair serves for one year as a member of the Executive Board. The Past Chair will be responsible for reviewing the current edition of the MAC Bylaws. This person also serves as Chair of the MAC Nominating Committee and reports the newly elected MAC Officers to MLA headquarters.

II. Responsibilities

- A. Reviews and revises the MAC Bylaws (see MAC Bylaws Revision section).
- B. Chairs the Nominating Committee (see Nominating Committee section).
- C. Performs other duties as assigned by the Chair.
- D. Provides advice to the Board by sharing knowledge gained while serving as Chair.

MAC Chair-Elect

I. Charge and Term of Office

The Chair-Elect serves for one year followed by a one-year term as Chair and a one-year term as Immediate Past Chair.

II. Responsibilities

- A. Attends Executive Board meetings as a voting member.
- B. Serves as Chair in the absence or at the request of the Chair.
- C. Provides leadership to special initiatives such as strategic planning and needs assessments.
- D. Appoints Committee Chairs for the upcoming year.

Secretary

I. Charge and Term of Office

The Secretary records the proceedings of the Chapter's Annual Business Meeting and meetings of the Executive Board, handles correspondence, and performs other duties as requested by the Chair and Executive Board. The term of office is three years.

II. Responsibilities

- A. Attends Executive Board meetings as a voting member.
- B. Submits the draft of the written minutes to the Chair and Board for approval and changes.
- C. Completes and distributes minutes of all meetings to Board members and committee chairs within two months of the meeting date.
- D. Posts the final draft of the approved minutes from the Executive Board Meeting on the MAC Board wiki.
- E. Assists the Chair and other Board members with tasks and projects as needed.

Treasurer

I. Charge and Term of Office

The Treasurer serves for a term of three years (beginning at the Winter Board Meeting) and is responsible for the receipt, custody, and disbursement of funds; issues a report at the Annual Meeting on the Chapter's financial status; and performs other duties as requested by the Chair and Executive Board.

II. Responsibilities

- A. Attends Executive Board meetings as a voting member.
- B. Collects and disburses MAC funds as appropriate.
- C. Maintains MAC financial records.

- D. Provides for a yearly accounting of the financial records and preparation of required IRS reports.
- E. Produces report of MAC's financial status for the Annual Business Meeting and for the winter Executive Board meeting. Summary information is published on the MAC Messages Blog as part of the meeting minutes, submitted by the Secretary.
- F. Establishes bookkeeping standards for the Chapter's financial records.
- G. Serves as an ex-officio member of the Annual Meeting Committee.
- H. Meets in person with the incoming Treasurer to transfer all funds and to transition financial accounts, related software, and credentials.
- I. Attends Winter Executive Board meeting at start of the incoming Treasurer's term to deliver the annual financial report.
- J. MAC Treasurer must be willing to provide Social Security Number for access to MAC PayPal account.

Chapter Council Representative

I. Charge and Term of Office

The Chapter Council Representative shall represent the Chapter on MLA Chapter Council in accordance with the Chapter bylaws and the Chapter Council Procedure Manual. The Representative serves a three-year term, beginning immediately after the MLA Annual Meeting following the election.

II. MLA Responsibilities

- A. Attends all Chapter Council meetings and represents the Chapter. Attends the Council meetings at the MLA Annual Meeting that immediately follows the representative's election, as incoming representative (this is the last meeting of the outgoing representative). Attends Council meetings at the next three MLA Annual Meetings (see Travel Assistance section).
- B. Votes on issues presented to the Council, including the recognition of new chapters, candidates for MLA nominating committees, and the election of a Chapter Council Chair, who serves ex-officio on the Board of Directors.
- C. Participates in Chapter Council deliberations and responds on behalf of the chapter to matters which affect it.
- D. Carries issues to the chapter from the Council to obtain membership response.
- E. Implements Council decisions and gathers information as requested.
- F. May serve on a standing or ad hoc committee at the request of the Chapter Council chair, if appointed, serve as Chair of a Chapter Council committee.
- G. Solicits periodic feedback from the membership on issues related to MLA and its support of the Chapter. Submits annual and midwinter reports by the assigned date to the Council Chair. These reports can include chapter activities or discussions relating to Council business, reports of newsletter articles concerning MLA or Council issues, and problems or issues to be brought before the Council for discussion or action.
- H. Assures election of new representatives and alternates.
- I. Keeps chapter officers informed of significant business and events emanating from the Council. A Chapter Council report is a regular agenda item at chapter annual meetings and meetings of the chapter Executive Board.

- J. Contributes to "Chapter News" in MLA News as appropriate or requested.
- K. Shares all Council information with the Alternate. Duties may be shared with or assigned to the Alternate as appropriate.

III. MAC Responsibilities

- A. Serves as a voting member of the Executive Board. Attends Executive Board meetings.
- B. Reports Council business to the Executive Board and at the MAC Annual meeting.
- C. Prepares an annual report on the Council's and the representatives' activities for the MAC Chair.
- D. Submits copies of all reports to the Council Chair to the MAC Chair.
- E. Provides copies of Chapter Council minutes to the MAC Chair.
- F. Reports Council activities and issues to the MAC membership via MAC Messages Blog as appropriate and provides copies of reports to the editor as requested.
- G. Addresses chapter concerns to the Council and potentially, through the Council Chair, to the MLA Board.
- H. Notifies the MAC Chair, the Council Chair, and the MAC Alternate whenever the Representative cannot attend a Council meeting.

Chapter Council Representative Alternate

I. Charge and Term of Office

The Chapter Council Representative Alternate shall represent the Chapter on MLA Chapter Council in accordance with the Chapter bylaws and the Chapter Council Procedure Manual. The Alternate serves a three-year term, beginning immediately after the MLA Annual Meeting following election. The Alternate will run for Chapter Council Representative at the end of his/her term against write in candidates.

II. MLA Responsibilities

- A. Attends all Chapter Council meetings and represents the chapter. Attends the Council meetings at the MLA Annual Meeting that immediately follows the Alternate's election, as incoming alternate (this is the last meeting of the outgoing alternate). Attends Council meetings at the next three MLA Annual Meetings (see Travel Assistance section).
- B. Serves as a non-voting member of the Council. When the Chapter Representative is not present at a Council meeting, the Alternate shall temporarily assume the Office of Representatives, including the right to vote.
- C. Participates in Chapter Council deliberations and responds on behalf of the chapter to matters which affect it.
- D. May be appointed to and chair Council committees and/or subcommittees.
- E. Replaces the Representative should he or she be elected to Chapter Council Chair or become unable to complete the term of office. A new Alternate shall be elected when this occurs and shall serve the remaining term of the Alternate who is being replaced.
- F. May be appointed Secretary to the Council.

III. MAC Responsibilities

- A. Serves as a voting member of the Executive Board. Attends Executive Board meetings.
- B. Assists the Chapter Council Representative in performing all of the duties of that office. Accepts assignments from the Representative.
- C. Reports, in the absence of the Representative, Council business to the Executive Board and at the MAC Annual Meeting.
- D. Notifies the MAC Chair, the Council Chair, and the Chapter Council Representative whenever the Alternate cannot attend a Council meeting.

Archivist

I. Charge and Term of Office

The MAC Archivist shall oversee and facilitate the maintenance of the historical material of the Chapter, serve as liaison between the MAC Executive Board and the institution housing the MAC Archives, and publish the list of materials to be archived. The Archivist shall be appointed by the Chair for a three-year term with the option of reappointment for additional terms. The Archivist will serve on the Executive Board as a non-voting ex-officio member.

II. MLA Responsibilities

The Archivist coordinates the Chapter's yearly participation in the Medical Library Association's Archival Materials Program. (See Section VIII under General Policies and Procedures.)

III. MAC Responsibilities

- A. Attends Executive Board meetings as a non-voting member.
- B. Organizes and preserves the written records, photographic and realia history, and electronic history of the Chapter.
- C. Serves as a liaison between the Chapter, the Chapter's Archives, and the institution housing the Archives.
- D. Reminds Board members and Committee Chairs of archiving policies before each Board meeting and consults with them of the disposition of documents stored by them on the MAC Intranet and Wiki workspaces
- E. Collects copies of all official Chapter records in print or digital format and sends to Archives, including:
 1. Minutes of Executive Board Meetings, Annual Business Meetings, and any semi-annual meetings
 2. Annual meeting program and registration packets (if provided by organizers)
 3. Current Chapter Bylaws (if revised)
 4. Current Chapter Policy and Procedure Manual (if revised)
 5. Current Membership Directory (digital)
 6. Annual officer and committee reports (digital)
 7. Annual reports to MLA (digital)

8. Annual Officer and Committee goals and objectives (digital)
- F. Reviews content of MAC Web Site, MAC Messages Blog, MAC Intranet and MAC Wiki periodically to identify any additional items of potential archival value.
- G. Provides historical context at MAC Annual Meetings.

Guidelines for Committees, Liaisons and Others

- I. General Guidelines
- II. Honors and Awards Committee
- III. Membership and Recruitment Committee
- IV. Nominating Committee
- V. Professional Development Committee
- VI. Annual Meeting Committee
- VII. Communications Committee
- VIII. Research and Assessment Committee

General Guidelines

There shall be standing and special committees appointed by the Chair for terms as established by the Executive Board to assist with Chapter business. The Chair shall designate all committee chairs.

The work of all committees shall be under the charge of the Executive Board. Committees shall maintain close liaison with MLA Committees and conform to Association standards and policies where national matters are concerned.

Standing committees are not allowed to seek funding from outside sources, independent of the board. (MAC Messages, Sept./Oct. 1994.)

I. Eligibility Requirements

- A. All voting Chapter members may serve on committees.
- B. Committee chairs must be current members of MAC.
- C. Chairs of committees must also be Regular Members, Representatives of Institutional members, or Fellows of the Medical Library Association.

II. Appointment of Committee Chairs

- A. Committee Chairs are appointed by the MAC Chair-Elect for a one-year term.
- B. Before the Winter Board Meeting, the Committee Chair recommends an existing Committee member to be appointed as Chair-Designate by the MAC Chair-Elect.
- C. The Chair-Designate serves in this position for one year, then succeeds to Chair for the final year of committee membership.
- D. The Chair has the option to remain on the committee for one additional year to serve in the advisory role of Immediate Past Chair.

III. General Duties of Committee Chairs

- A. Participate in selection of committee members.
- B. Set goals and objectives of the committee on an annual basis as directed by the MAC Chair.
- C. Prepare annual budget of the committee for the winter Executive Board Meeting.
- D. Attend the MAC Executive Board meetings as a non-voting member.
- E. Conduct committee meetings at least semiannually.
- F. Revise sections of the P & P Manual on an annual basis. Committee Chair submits revisions to the MAC Chair by December 1 at the end of their term of office.
- G. Submit a written progress report when requested by the MAC Chair (usually in the spring) for preparation of the Chapter Annual Report to MLA.
- H. Prepare a written report of activities to be distributed at the Annual Meeting.
- I. Present a report of activities at the Annual Meeting.
- J. Reports committee activities for MAC Messages.
- K. Coordinate committee activities as needed.
- L. Periodically review committee files stored on the MAC Intranet and MAC Wiki to identify information that is outdated or no longer needed by committee members. Consult with Archivist before removing documents of potential archival value.
- M. Any committee chair who cannot fulfill a term of office or appointment shall submit a letter of resignation to the MAC Chair.

IV. Procedures for Committee Appointment

- A. In September, the MAC Chair will post an article to MAC Messages and via direct email (WildApricot) asking members to volunteer to serve on the various committees with a link to the current Committee Application.
- B. Members will return completed forms to the MAC Chair, who will then route them to appropriate Committee Chairs who will recommend committee appointments.
- C. As part of membership renewal in October, the Membership Database Coordinator will forward names of members that have volunteered to serve on committees to the MAC Chair for distribution to Committee Chairs.
- D. The MAC Chair approves appointments and sends Committee members a letter confirming their appointment before the Winter Board meeting.
- E. Committee membership should be composed of a mix of hospital, academic, and special librarians representing each state in the Chapter.
- F. Membership appointment to a committee is for three years, with staggered terms desirable. Exceptions are the Nominating Committee which is one year and the Annual Meeting Planning Committee which is two years.

Honors and Awards Committee

I. Charge to the Committee

The charge of the Honors and Awards Committee is to recognize and reward the professional activities of MAC members.

II. Committee Membership

- A. Committee members include a Chair, Chair-Designate, and at large members.
- B. Committee membership should be composed of a mix of hospital, academic, and special librarians representing each state in the Chapter.
- C. Committee members will serve three-year terms.
- D. The Chair has the option to remain on the committee for one additional year to serve in the advisory role of Immediate Past Chair.

III. Committee Policies and Procedures - Honors

A. Academy of Health Information Professionals (AHIP)

Policy: The Honors and Awards Committee of MAC recognizes, on a yearly basis, members who have achieved or renewed AHIP status or upgraded their AHIP membership level.

1. One month prior to the annual MAC-MLA meeting (late August/early September), request a list of new and renewing AHIP members from the MLA staff member liaison for AHIP credentialing.
2. The MAC membership database manager creates a list of honorees after verifying the list against the most current MAC membership directory.
3. AHIP members are acknowledged at the MAC Annual Meeting through:
 - a. Asking AHIP members to stand at the Awards Luncheon function or other function.
 - b. Placing the list of AHIP members in the conference packet. Ask the registration committee when they would like this list (September).

B. Out-going Officers, Committee Chairs, Committee Members, and other appointed persons

Policy: All out-going elected officers, committee chairs, committee members, chapter council representatives/alternates, and other appointed positions (e.g. MAC Messages editor) are honored for their service to MAC at the Awards Luncheon or other function that ends their respective terms.

1. The current chair of MAC identifies the members to be honored by August 31 and sends that information to the chair of the Honors and Awards committee or their designee. It is at the discretion of the committee chair to determine whether to honor individuals who fail to complete their terms, for whatever reasons.
2. A certificate of appreciation is prepared indicating the person's name, position held and term of office.
3. Certificates are signed by the current MAC chair.
4. The committee chairs distribute certificates to committee members. Hand out to the Chairs at the meeting. It helps to organize the certificates into committee folders/envelopes.

C. Retirees

Policy: The Honors and Awards Committee of MAC, in order to recognize the value of library service and to promote the role of the mentor, will honor retiring librarians.

1. Retirees must be members of MAC at the time of retirement.

2. Starting in February and continuing every other month the Honors and Awards Committee solicits through MAC Messages the names of librarians in MAC who have retired since the last time retirees were acknowledged or who are about to retire.
3. In February and August, on MAC Messages, each retiree is honored with a brief biography.
4. The Honors and Awards Committee sends letters (an example letter is in PBworks) congratulating each retiree on their service and encouraging their continued membership and involvement in MAC activities. The letters are signed by the MAC chair. Bring letters to Board meeting or send to MAC Chair as PDF. Letters may be mailed or emailed to the retirees.
5. All recent Retirees are honored at the MAC Annual Meeting by asking all those present at the Awards Breakfast to stand and be recognized by the MAC members.

D. In memoriam

Policy: The Honors and Awards Committee of MAC, in order to recognize their contribution to the profession, will honor MAC librarians who have passed away.

1. In memoriam notices are for members of MAC who have been members for several years.
2. Every six months (January and July), through MAC Messages, the Honors and Awards Committee solicits the names of MAC librarians who have passed. A committee member or the chair should periodically check the Personals and In Memoriam sections of MLA News for information about deceased MAC Members.
3. In February and August, on MAC Messages, each deceased member is honored with a brief biography/In memoriam notice.
4. All recently deceased members are honored at the MAC Annual Meeting by a reading of their name at the Awards Breakfast so they may be recognized by the MAC members. Power Point slides with their names and pictures can be presented.

IV. Committee Policies and Procedures - Awards

Solicit for nominees starting with February and send announcements every other month. To encourage nominations and self-nominations, advertise and make a drawing with nominators' and self-nominators' names for a one-year free MAC membership. Only one drawing per person is allowed even if they nominate more than one person. Contact the following individuals for ideas about possible nominees:

1. Nominees' supervisors.
2. MAC Board members.
3. Major health and medical libraries. Ask the H&A committee members to contact them
4. Previous award recipients.

Allow enough time to vote and have plaques made. Those who feel they cannot be impartial in judging any of the nominees will recuse themselves from voting on the awards for those nominees. Work with Treasurer to get checks cut. Coordinate with the

Communications Committee to take photographs of the winners and post the photographs to the MAC Messages blog.

If awardee is unable to attend the annual conference, the awardee will need to suggest a point person to accept the award on their behalf. If no person is available, obtain a mailing address where the award can be sent to the awardee.

A. Marguerite Abel Service Recognition Award

Policy: The Honors and Awards Committee of MAC, in order to encourage service to the profession, will annually recognize a member for outstanding service to the Chapter. This is the highest service honor given by MAC. A cash award of \$250.00 will be awarded to the recipient.

1. (In April, May and June) The Honors and Awards Committee solicits nominations for the Marguerite Abel Service Recognition Award. Nomination forms are published in MAC Messages and distributed in other appropriate ways. Talk to the Communications officer about this as there is a distribution tree. Chapter officers are encouraged to submit nominations. Previous recipients are contacted and asked to make nominations.
2. After nominations are collected, the Honors and Awards Committee reviews the nominations. Nominees must be MAC members. The Committee selects one person to receive the award. All nominations are kept confidential. Selection is done via a secure online survey tool.
3. The Executive Board and the recipient are notified at or before the Fall Board meeting.
4. The recipient of the Marguerite Abel Service Recognition Award is announced and honored at the Annual Meeting at which time the recipient receives a cash award of \$250.00 and a plaque. The cash award money is made available through the Marguerite Abel Fund. The recipient is also honored in a substantial report on his/her service and activities in MAC Messages. This is usually the same speech given at the meeting by H&A chair. The recipient's name is added to the past winners' page on the MAC Website.
5. The recipient receives a plaque.

B. MAC Award for Professional Excellence by a Health Sciences Librarian

Policy: The Honors and Awards Committee of MAC, in order to recognize excellence in the profession, will annually honor a MAC member for outstanding contributions to the library profession. This is the highest honor given by MAC. Nominees are MAC members who have five or more years of health sciences librarianship experience and have more than five years of library experience in general. Solo librarians are also encouraged to apply. Anyone may nominate themselves for this award with a supporting letter from a colleague or supervisor. A plaque and a cash award of \$250.00 will be awarded to the recipient.

1. (In April, May and June) The Committee solicits nominations for the award. Nomination forms are published in MAC Messages and distributed in other appropriate ways. Chapter officers are encouraged to submit nominations. Talk to the Communications chair about this as there is a distribution tree. Chapter officers are encouraged to submit nominations.

2. After nominations are collected, the Honors and Awards Committee reviews the nominations. Nominees must be MAC members. The Committee selects one person to receive the award. All nominations are kept confidential.
3. The Executive Board and the recipient are notified at or before the Fall Board meeting. The recipient of the award is announced and honored at the Annual Meeting.
4. The recipient is also honored in a substantial report on his/her service and activities in MAC Messages. The recipient's name is added to the past winners' page on the MAC Website.
5. The Honors and Awards Committee submits the name of the MAC Award for Professional Excellence by a Health Sciences Librarian to be considered for the Estelle Brodman Award for the Academic Medical Librarian of the Year, the Lois Ann Colaianni Award for Excellence and Achievement in Hospital Librarianship, or another MLA national awards for which they are most qualified.
6. The recipient receives a plaque.

C. MAC Award for Professional Excellence by a New Health Sciences Librarian

Policy: The Honors and Awards Committee of MAC, in order to recognize excellence in the profession, will honor a MAC member for outstanding contributions to both the library profession and his/her own institution. Nominees are MAC members who have five years or less of health sciences librarianship experience and five years or less of library experience in general. Solo librarians are also encouraged to apply. Anyone may nominate themselves for this award with a supporting letter from a colleague or supervisor. A cash award of \$250.00 will be awarded to the recipient.

1. (In April, May and June) the Committee solicits nominations for the award. Nomination forms are published in MAC Messages and distributed in other appropriate ways. Chapter officers are encouraged to submit nominations. Talk to the Communications chair about this as there is a distribution tree. Chapter officers are encouraged to submit nominations.
2. After nominations are collected, the Honors and Awards Committee reviews the nominations. Nominees must be MAC members. The Committee selects one person to receive the award. If no qualified nominations are received, the award will not be given. All nominations are kept confidential.
3. Other criteria include leadership at the local, state, regional, or national level of the library profession as well as within the home institution. Publications, teaching, training, mentoring, service, and development of special projects at any level are also considered as outstanding contributions.
4. The Executive Board and the recipient are notified at or before the Board meeting.
5. The recipient of the Award is announced and honored at the Annual Meeting. The recipient is also honored in a substantial report on his/her achievements and activities in MAC Messages. The recipient's name is added to the past winners' page on the MAC Website.
6. The recipient receives a plaque.

D. Outstanding Health Sciences Library Paraprofessional of the Year Award

Policy: This award will honor an outstanding library paraprofessional in a health sciences Library and will recognize the critical role and important contributions library paraprofessionals make to the development and evolution of the modern health sciences

libraries and librarianship. Considerations/criteria for nominating a paraprofessional for this award include, but are not limited to: nominee must be a current member of MAC-MLA; provides consistently, excellent library service; continually suggests improvements or innovating ideas and is willing to take the lead in making good suggestions a reality; encourages and promotes the library's mission, facilities, and resources; enhances the promotion and marketing endeavors of the library through facilitating productive, effective communication between users and the library; is professionally curious and is willing to take risks, even if that means moving beyond their comfort zone; is a lifelong learner and regularly attends training or other local or regional events to improve their skills and knowledge base. Nominations can be made by and MAC-MLA member and sent to the Awards Committee chair. Nomination deadline is July 1st.

1. (In April, May, and June) the Committee solicits nominations for the award.

Nomination forms are published in MAC Messages

and distributed in other appropriate ways. Chapter officers are encouraged to submit nominations. Talk to the Communications chair about this as there is a distribution tree. Chapter officers are encouraged to submit nominations.

2. After nominations are collected, the Honors and Awards Committee reviews the nominations. Nominees must be MAC members. The Committee selects one person to receive the award. If no qualified nominations are received, the award will not be given. All nominations are kept confidential.

3. The Executive Board and the recipient are notified at or before the Board meeting.

4. The recipient of the Award is announced and honored at the Annual Meeting. The recipient is also honored in a substantial report on his/her achievements and activities in MAC Messages. The recipient's name is added to the past winners page on the MAC Website.

5. The recipient receives a plaque and \$250 award.

E. Recusing from Award Voting

Committee members will be recused from award voting for the following reasons:

1. The committee member works at the same institution as the nominee/applicant.

2. The committee member nominates the nominee/applicant.

3. The committee member is unable to maintain an objective suggestion/vote for the nominee/applicant.

4. The committee member who is recused from the vote cannot be consulted about the nominee.

5. Should the Chair of the committee be recused from the vote, the Chair-elect will take over the voting process.

F. National Awards

Policy: The Honors and Awards Committee encourages MAC members to apply for or submit MAC members' names for consideration of national awards.

1. The Honors and Awards Committee submits the name of the MAC Award for Professional Excellence by a Health Sciences Librarian to be considered for the Estelle Brodman Award for the Academic Medical Librarian of the Year, the Lois Ann Colianni

- Award for Excellence and Achievement in Hospital Librarianship, or another MLA national award for which they are most qualified.
2. A list and description of MLA awards or brief articles about the awards is published in MAC Messages at appropriate times during the year.

G. Recognition of Others

1. At the MAC annual meeting, the following individuals are honored by being asked to stand during the Awards Luncheon or other function so that the MAC membership acknowledge their contributions (or accomplishments):
 - a. AHIP Counselors
 - b. Chapter Council Representatives
 - c. MLA Officers and Board Members
 - d. New MAC Members
 - e. Continuing members of task forces and committees

H. Budget

1. Submit a budget at the Winter Board meeting. You will be asked for this by the Chair.
2. There is a specific form to use, provided by the Chair or the Treasurer. Include cost for plaques, certificates, and monetary awards.

Membership and Recruitment Committee

I. Charge to the Committee

It is the charge of the Membership Committee to:

- A. Conduct an annual membership drive.
- B. Maintain and publish a brochure for recruitment purposes, in conjunction with the Communications Committee; Current copies of this brochure should be provided to the Chapter Council Representative or Alternate each year to be displayed at the Chapter Council promotion table at the MLA annual meeting.
- C. Recruit library school students, library paraprofessionals, and other interested persons into the Mid-Atlantic Chapter, as well as health sciences librarianship.
- D. Gather and maintain information on the dues structures of other professional associations.
- E. Maintain a database of MAC members.
- F. Coordinate the MAC Conference Scholarship.
- G. Coordinate the MAC Student Vision Scholarship.
- H. Coordinate the MAC Buddies Program.
- I. The Chair of the Membership and Recruitment Committee also serves as a representative the MLA Membership Committee.

II. Committee Membership

- A. Committee members include a Chair, Chair-Designate, Liaison to the MLA Recruitment & Retention Committee, and the MAC Database Manager. The Chair will serve as the MAC representative to the MLA Membership Committee.
- B. Committee membership should be composed of a mix of hospital, academic, and special librarians representing each state in the Chapter.
- C. Committee members will serve three-year terms.
- D. The Chair has the option to remain on the committee for one additional year to serve in the advisory role of Immediate Past Chair.

III. Committee Policies and Procedures

- A. Annual Membership Drive
 - 1. Each year, the membership committee will post to the MAC Messages Blog and send direct email via WildApricot with renewal reminders in August and September
 - 2. An article will appear in the MAC Messages Blog in August from the Membership Committee Chair reminding members to renew their membership.
 - 3. In the first quarter of the calendar year, recruitment letters will go to members who did not renew two years prior. For example, in the first quarter of 2005, letters are sent to 2003 members who have not renewed.
 - 4. In February of each year, a reminder will be sent to those members who have not renewed for the year.
 - 5. In the first quarter of the calendar year, recruitment letters will go to MLA members living in the MAC area who are not also MAC members.
 - 6. Other groups may be targeted as deemed appropriate by the committee.
 - 7. All renewals, even those paid by check, must go through MAC's online registration and membership system. A link to the online renewal form is available at the MAC Website.
- B. New Members
 - 1. The committee chair will be responsible for contacting new MAC members to welcome them to the association and to offer themselves as a resource person for information on MAC activities and benefits including the MAC website, MAC Messages, committee membership, networking, continuing education, and the annual meeting
 - 2. Membership Committee members are encouraged to work with the Annual Meeting Committee in their endeavors to make new members and first-time attendees welcome at the Annual Meeting.
- C. Membership Database
 - 1. The Membership Committee is responsible for maintaining an up to date database of the MAC membership.
 - 2. The Membership Directory is available online via WildApricot to members who have paid their membership dues for the year. Members are responsible for maintaining their own passwords to the system.
 - 3. The membership committee is responsible for providing mailing labels generated from the membership database as requested.
- D. MAC Conference Scholarship
 - 1. The Membership Committee is responsible for coordinating the MAC Conference Scholarship.

2. The MAC Conference Scholarship is available to any new librarian with five years or less experience, who is a member of MAC and who is a first-time attendee to the annual meeting. They must live or work in the MAC region.
3. The Membership Committee will promote and solicit applicants for the MAC Conference Scholarship.
4. The Membership Committee will choose the recipient of the MAC Conference Scholarship.
5. The recipient receives complimentary conference registration, which includes most meals, lodging at the conference hotel, and a one-year MAC membership.

E. MAC Student Vision Scholarship

1. The Membership Committee is responsible for coordinating the MAC Student Vision Scholarship.
2. The scholarship is available to students who are currently enrolled in an ALA accredited MLS program. They must live in or attend a program in the MAC region.
3. The Membership Committee will promote and solicit applicants for the Student Vision Scholarship.
4. The Membership Committee will choose the recipients of the Scholarship.
5. Scholarships will be based on the committee's financial ability to support the Program.
6. Recipients receive inclusive meeting registration, registration for the Welcome Reception, one night of accommodation at the conference hotel (reimbursed), and meals that are provided as part of the conference program. The Student Vision Scholarship does not include travel expenses to the conference (airfare, mileage, or car rental), accommodations (hotel) beyond the one night awarded, or meals outside of conference programming.

F. MAC Buddy Program

1. The MAC Buddy program is available to any first-time attendee to the MAC annual meeting.
2. The Membership Committee will solicit experience MAC Members to serve as buddies via the MAC Messages Blog.
3. The Membership Committee will match up new members with their Buddy.

Nominating Committee

I. Charge to the Committee

The Nominating Committee is charged with preparing an annual slate of two or more nominees for each office to be filled and with administering the election.

II. Committee Membership

- A. The MAC Immediate Past Chair is the Chair of the Nominating Committee.
- B. The Chair appoints five members who should be representative of the different geographical locations and types of health sciences libraries served by MAC. Members will serve until the votes have been counted.

III. Committee Policies and Procedures

A. Nomination of officers

1. The Nominating Committee Chair will prepare a list of the offices to be filled, based upon the following:
 - a. Chair-Elect/ Strategic Planning Committee Chair elected every year to fulfill a three-year commitment.
 - b. Secretary elected every third year to serve a three-year term.
 - c. Treasurer elected every third year to serve a three-year term.
 - d. Chapter Council Representative elected every three years to serve a three-year term. The name of the current Chapter Council Alternate will be placed on the ballot to run against write-in candidates.
 - e. Chapter Council Alternate elected every three years to serve a three-year term.
 - f. MAC Nominee for the MLA Nominating Committee elected every year.
 1. From the potential nominees submitted by each chapter, Chapter Council selects six candidates at the following MLA Annual Meeting.
 2. These six candidates, together with six candidates selected by Section Council and six candidates selected by the Board of Directors, are added to the next MLA election ballot.
 3. If the MAC Nominee is selected to be on the MLA Election ballot, he/she will be required to sign a form agreeing to attend the MLA Annual Meeting.
 4. From the eighteen potential candidates, nine are elected, by the MLA membership, to serve on the MLA Nominating Committee.
2. The Nominating Committee Chair establishes the deadlines.
3. The committee compiles a slate of potential candidates, approximately three to five for each office, to be reviewed by the MAC Chair before the potential candidates are contacted.
4. The committee contacts the candidates to determine their willingness to run. The committee informs each candidate about the term and duties of the office, and that a candidate must be an individual member of MLA.
5. The committee prepares a final slate that should have at least two candidates for each office and should be representative of the geographical areas and types of libraries within the Chapter. This slate should be ready at least two to three months prior to the Annual Meeting.
6. The committee sends sample ballots and information to each candidate and requests biographical information and a statement of intention that will be included with the ballot.

B. Elections

1. Ballots are posted on a secure online survey tool, and brief biographical data for each candidate is posted on the MAC Website at least 30 days prior to the Annual Meeting. A general announcement about the MAC officers' election and dates for voting is sent by the Nominating Committee Chair via the MAC Messages blog and direct email. Using the current members e-mail list obtained from the MAC Membership Database Manager, specific e-mail ballots are sent to the eligible MAC members by the Nominating Committee via a secure online survey tool.

2. The ballot should clearly state who is running for each office and who can vote for each office. MAC members may vote for the Chair-Elect, Secretary, and Treasurer. Only those MAC members who are voting members of MLA may vote for the Chapter Council Representative, the Alternate, and the MAC Nominee for the MLA Nominating Committee. Two ballots should be prepared: one for the MAC voters and one for the MAC/MLA voters with the appropriate offices listed.
3. To ensure that all votes are valid, the MAC Database Manager validates membership prior to voting. The MAC Membership List and the MLA Directory serve as official membership lists. The Membership Committee Chair, Database Manager or Treasurer can verify the names of MAC members who are not listed in the MAC directory. Members with secure online survey tool access blocked by firewalls or who have opted out, will be informed of an option to vote using an alternative collector.
4. The Nominating Committee Chair uses a secure online survey tool to count the ballots and tabulate the results.
5. Candidates shall be declared elected upon receiving a plurality of the votes cast. If a tie occurs, selection from among the tied candidates shall be by lot.
6. Ballots shall be retained for six months.
7. The Nominating Committee Chair notifies the MAC Chair, committee members and all candidates of election results as soon as possible after the votes are counted.
8. The MAC Chair and Nominating Committee Chair send a letter of congratulations to the winning candidates and letters of appreciation for running to the other candidates.
9. The Nominating Committee Chair announces the election results at the Annual Meeting and on the MAC Messages Blog.
10. The Nominating Committee Chair submits a written preliminary report to the Fall Executive Board meeting and a final oral and written report for presentation at the Annual Business Meeting.
11. The Nominating Committee Chair reports the names of all newly elected officers to the Executive Director of MLA and the Chapter Council Chair.

Professional Development Committee

I. Charge to the Committee

The Professional Development Committee (PDC) coordinates the Chapter's efforts in continuing education and provides information and guidance to groups and individuals on matters relating to professional development.

II. Committee Membership

- A. Committee members include a Chair, Chair-Designate, and AHIP Coordinator, and at large members.
- B. The membership should be composed of a mix of hospital, academic, and special librarians with special interests and expertise in continuing education (CE) representing each state in the Chapter.
- C. Committee members will serve three years. The Chair has the option to remain on the committee for one additional year to serve in the advisory role of Immediate Past Chair.

- D. AHIP counselors will serve as ex-officio members of the PDC.
- E. The Chair will serve as a liaison to the Annual Meeting Committee regarding CE courses at the meeting (see Continuing Education at the Annual Meeting Section).

III. Committee Policies and Procedures

A. Continuing Education at Annual Meeting

- 1. The PDC Chair serves as liaison to the Annual Meeting Committee, and acts as contact between MAC planners, PDC, CE registrants and instructors. The PDC Chair is responsible for coordinating the activities described below:
 - a. The PDC prepares a preliminary estimate of its needs before the meeting venue contract is negotiated.
 - b. Select courses to be offered and instructors. Solicit input from the members via previous meeting evaluations and surveys. Consider MLA, as well as SLA, NN/LM and local experts.
 - c. Check with the Annual Meeting Committee to be sure there are classrooms for the CE courses, as well as hotel rooms for the instructors. Arrange to view rooms planned for CE courses.
 - d. Establish guidelines for instructors' compensations: round-trip travel, food, and lodging (for one day courses, one day and up to two nights; for two-day courses, two days and up to three nights). Send expense forms and letter explaining reimbursement policies and procedures to instructors prior to the meeting. Additional information is available under Honoraria and Expenses for the Annual Meeting, beginning on Page 6.
 - e. Prepare a program budget to include instructors' expenses: honoraria, travel, hotel, meals, etc.; cost of media requirements, charges for rooms and/or setups, if applicable; charges for breaks; cost of online hookups, postage and materials (syllabus, manual, handouts, duplication).
 - f. Submit grant applications to help cover expenses (NN/LM, MLA LMS, etc.)
 - g. Obtain completed Instructor Agreement from all instructors.
 - h. Obtain completed AV requirements form from all instructors. Transmit instructors' set-up specifications (seating/layout, AV equipment, blackboards, flipcharts, etc.) to hotel contact person and to the annual meeting committee member responsible for AVs.
 - i. Arrange for MLA CE credit for the courses for the Annual Meeting. For new classes, work with instructor to gain CE credit, including using MAC funds for course credentialing. Arrange for registrants to receive CE certificates.
 - j. Notify the LAC Chair and Printing/Publicity Committee of any special forms needed for pre-registration packet.
 - k. Advise registration coordinators from Annual Meeting Committee on CE descriptions, minimum and maximum number of registrants and the cut-off date for course registration. Monitor registration numbers to ensure they meet class minimum (if any).
 - l. Get list of CE registrants from Registration Committee and give copies to instructor, registrants, and checkers.
 - m. Coordinate publicity needed for CE with Annual Meeting Committee. CE course announcements should be included in the following: MAC Messages, MLA News, as well as professional state and local publications.

- n. Assign a "checker" to each CE course, each day, to report trouble to the appropriate hotel person. Brief checkers on requirements and introduce them to responsible hotel staff. Checkers should be available for the entire class to assist instructors in set-up and other troubleshooting as necessary, to sign in attendees, and distribute and collect class evaluations.
- o. Maintain in a convenient central location an emergency supply of paper, pens, batteries for remote controls (or the contact info for technology support at the instructional venue), blank CE certificates on CE days and other conference days.
- p. Document all expenses and notify Treasurer of bills to be paid to instructors, MLA, etc. Arrange for instructors' honorarium checks to be given as courses are completed.
- q. Work with the LAC Chair to check with the hotel a week before the hotel room registration deadline to be sure there are rooms for the CE courses. Collect and analyze evaluation reports for each CE course and for future annual meetings. Submit course evaluations to MLA.
- r. Incorporate report of CE activities into annual PDC report.
- s. Archive PDC reports to the board, Annual Meeting planning documents, and any other relevant material to the PDC section of the MAC MLA wiki to support the transfer of knowledge and historical record for this committee.

B. Identify quality courses and instructors for chapter-sponsored CE.

- 1. Encourage participation in NN/LM or MLA sponsored CE needs assessments.
- 2. Consult MLA Educational Clearinghouse for courses of interest to the membership.
- 3. Survey members' CE interests regularly and use feedback from annual meeting evaluations to determine chapter CE needs.

C. Offer career development opportunities.

- 1. Monitor course offerings within the Chapter boundaries or nearby areas and publicize them on the MAC Messages Blog and on the Chapter's Web site.
- 2. Plan the resume clinic at the Annual Meeting with cooperation from the Annual Meeting Committee Chairs.

D. Encourage membership in the Academy of Health Information Professionals within the chapter and provide guidance to chapter members who seek Academy membership.

- 1. Appoint an AHIP Coordinator from within the committee to plan AHIP activities. Recruit chapter members willing to serve as AHIP counselors. The coordinator and counselors should all be regular AHIP members (not Provisional).
- 2. Promote counseling opportunities by publicizing the names of Chapter AHIP counselors on the MAC Messages Blog and on the Chapter Web page.
- 3. Provide counseling opportunities and AHIP applications at the Annual Meeting.
- 4. The AHIP Coordinator will:
 - a. Encourage Chapter members to pursue academy membership.
 - b. Answer questions about the academy.
 - c. Read MLA and Credentialing Committee (CC) communications about the academy.
 - d. Subscribe to the Credentialing Committee mailing list (*mla-creexec*) and participate in discussions.
 - e. Forward issues raised by chapter members to the MLA Credentialing Committee.

E. Promote posters and presentations at MAC Meetings by Chapter members.

1. Establish a mentoring program to provide support for MAC members with little or no experience in preparing posters or presenting papers.
2. Recruit mentors to assist inexperienced members with preparing and submitting the paper or poster abstract, providing advice on poster content, design, graphics, and printing, and helping with paper content, organization, and presentation
3. Refer members to online and other resources for poster/presentation assistance.

Annual Meeting Committee

I. Charge to the Committee

The Annual Meeting Committee coordinates and directs program planning and local arrangements for the annual meeting, delegates the resulting tasks and generally is responsible for seeing that all tasks associated with preparing and presenting the MAC Annual Meeting are accomplished.

II. Committee Membership

- A. The MAC Chair will name the Annual Meeting Chair(s) with one primarily responsible for Program Planning and the other for Local Arrangements or with both chairs working together cooperatively if desired.
- B. Members are appointed by the Annual Meeting Chairs to participate in program and local arrangements activities. Those involved with the program should be representative of the different geographical locations and types of health sciences libraries served by MAC. Members should also have varying areas of expertise and experience. The committee can be formed as soon as possible after the elections but no later than two weeks after the annual meeting.
- C. Treasurer should be an ex officio member of the Annual Meeting Committee.

III. Committee Policies and Procedures

- A. Chair's responsibilities for program planning
 1. Prior to the first Committee meeting, review previous year's evaluations the MAC Policy and Procedures Manual, previous MAC programs/websites, contracts, timelines, budgets, and other relevant materials as they are available. This information is found in various places including project management applications (like PBworks), e-commerce systems, email threads, etc.
 2. Have ready for distribution to committee chairs: speaker checklists, meeting deadlines, planning schedule and MAC speakers policies found in previous years' meetings online planning websites.
 3. Attend the winter Executive Board Meeting to receive special instructions from the Board, report on progress, and request contributions from the treasury to help cover expenses.
- B. Committee Responsibilities for program planning
 1. Prepare a tentative program schedule to include:

- a. Various program sessions with speakers to span a two-day meeting
 - b. MAC Business meeting for 1.5 hours
 - c. Time allotted for state group and MAC committee meetings
 - d. Time allotted for visiting exhibits
2. Determine a program theme.
3. Prepare a list of potential session topics and speakers.
4. Establish a timetable and deadlines.

C. Chair's responsibilities for speakers:

1. Appoint a Program (Speakers') chair to do the following, with guidance by the Annual Meeting Committee chairs.
 - a. Consistent with the conference theme, identify and contact potential speakers, panelists and keynotes and confirm their participation.
 - b. With assistance from other committee members, obtain information from speakers as needed to make final selections for the program; provide speakers with a preliminary program.
 - c. Share guidelines explaining reimbursement policies and procedures to appropriate program committee members prior to the meeting. Speakers' chair or committee members should forward this information to speakers.
 - d. Finalize topics and titles of presentations per deadlines.
 - e. Submit all necessary documentation to the Annual Meeting Committee Chairs including important correspondence, completed speaker checklists, audiovisual requirements, handouts and travel plans. Cross posting these documents in PBworks or other meeting planning space has proven extremely helpful for planning continuity.
 - f. Supply a list of speakers receiving honoraria, with the amount, to the Treasurer prior to the meeting.
 - g. Supply a list of all speakers to the registration committee chair.
 - h. Receive checks at the meeting and distribute them to speakers immediately following the sessions.
 - i. Introduce speakers and serve as moderator.
 - j. Write thank you letters to speakers after the meeting and direct speakers to send reimbursement forms to the Treasurer promptly.

D. Chair's responsibilities for program implementation

1. Meet with the Program Committees, MAC Chair, previous MAC Annual Committee chairs, and Treasurer to develop a meeting budget including speaker expenses (travel, honoraria, waived registrations, etc.), audiovisual requirements, communication needs, associated expenses, room requirements, and projected income from sponsors, attendees, continuing education, vendors, grants, etc.
 - a. Collect budgets from all and send to the MAC Chair before the winter Executive Board Meeting.
 - b. With the assistance of the Treasurer and MAC Chair, set a registration fee to meet the anticipated expenses (in some cases a registration fee maximum may be set by the Executive Board). Any questions concerning the budget for the meeting are handled by the Annual Meeting Chairs in consultation with the MAC Chair and Treasurer as necessary.

- c. Work with an events solutions company to select a conference venue and hotel.
- 3. Prepare and submit a preliminary program and submit it to Communications Committee for printing and/or online dissemination.
- 4. Submit articles promoting the meeting to MAC Messages and the Communications Committee chair for direct email distribution.
- 5. Submit the final program to the Communications Committee.
- 6. Distribute a meeting evaluation to attendees; tabulate and share results with the new Annual Meeting Chair within thirty days of the meeting and at the winter Executive Board meeting.
- 7. Send a copy of all program planning records, timelines, templates, budgets, major decisions and other miscellaneous information to the new Annual Meeting Chair within 45 days of the meeting. Share advice about program planning and meeting execution with new Annual Meeting Chair.

Noting that there are no sections outlining chairs' responsibilities for papers, posters, A/V, registration, or other committees.

Joint Annual Meetings

Occasionally the MAC Board will decide to pursue a joint annual meeting in connection with other regional MLA Chapters that are geographically nearby. Prior to planning, there is usually a jointly signed Memorandum of Understanding (MOU) between participating regional chapters detailing location (City, State), seed money pooling and "lead" chapter involvement with hotel contract approval, etc. The signed MOU gives the green-light for the conference committee annual chairs to start the venue selection process. Venue selection is usually assisted by an events management solutions group. Keep in mind that planning for joint annual meetings may include more content and more vendors/exhibits thus an additional day or so may be required, more than the normal 1 ½ days for annual meetings.

Conference committee chairs and their members, in addition to being geographically diverse, should draw from membership of the participating regional MLA Chapters in a representative manner. Also, situated between the regional chapter Boards and the annual chairs, is a Steering Committee that is comprised of one member from each participating chapter.

If possible, meeting treasurer should be connected financially to the host Chapter that will be receiving revenue.

Please refer to general annual committee policies and procedures for additional information.

Communications Committee

I. Charge to the Committee

The Communications Committee is responsible for all MAC communication platforms, except the MAC Directory, and is charged with maintaining, reviewing and updating these platforms.

II. Committee Membership

- A. Committee members include a Chair, Chair-Designate, MAC Blog Editor(s), MAC Web site editor, and three to five at-large members.
- B. Committee membership should be composed of a mix of hospital, academic, and special librarians representing each state in the Chapter.
- C. Committee members will serve three-year terms.
- D. The Chair has the option to remain on the committee for one additional year to serve in the advisory role of Immediate Past Chair.

III. Committee Responsibilities

- A. Provide guidelines for all MAC communications.
- B. Determine operating budgets and communication schedules.
- C. With input from the MAC Chair, appoint editor(s) for the MAC Blog and other communication platforms as needed.
- D. Work with the Annual Meeting Committee to coordinate all mass communications needed to promote and conduct the annual meeting, via direct email, posts to the MAC blog, and any other appropriate channels.
- E. Work with appropriate committees to conduct reviews of the blog, brochure and other MAC communications. Communication platforms should be reviewed and evaluated every two years for format, content, style and costs.
- F. Maintain the Chapter's Policy & Procedure Manual on the MAC Web site.
- G. Develop/revise sections of the Policy and Procedure Manual that relate to the Communications Committee.
- H. Work with the Membership Committee on designing methods for promoting MAC.
- I. Mediate direct email to members via the Wild Apricot membership database falling within certain categories:
 - 1) Notices that will affect the entire membership
 - 2) Information pushes that need to be distributed to the entire membership, either by request of or approval from the MAC Board
 - 3) Categories enumerated elsewhere in the Policy and Procedures Manual
- J. Develop, revise, and maintain the MAC Web Site.

IV. Ex-Officio Positions

- A. The MAC Blog Editors serve for a term of two years (renewable) and are responsible for the timely distribution of relevant information through the *MAC Messages Blog*.
Responsibilities:
 - 1. Maintain the *MAC Messages Blog* to promote communications between MAC members and forward selected messages to the Communications Committee chair for email distribution as needed.
 - 2. Regularly check the macmlablog@gmail.com account for messages to distribute through the blog.
 - 3. Maintain the MAC Messages subscriber list, adding new members as reported by the Membership Database Manager and removing/blocking spam users.
 - 4. Properly format blog posts (including member submitted posts) before distribution:
 - a. Ensure each post is tagged with at least one descriptive category.

- b. Shorten the text by deleting spaces, combining items, inserting hyperlinks, and placing a “read more” tag in an appropriate place.
 - c. When posting a job, list the job name and the location of the job, e.g.: “Health Sciences Librarian, VA Health Center, Alexandria, VA.”
- 5. Provide annual statistics on blog subscribership and usage.

B. The MAC Website Editor is responsible for maintaining the MAC Chapter website.

Responsibilities:

- 1. Add, update, and delete content and links on request from a number of sources:
 - a. MAC officers, which include (but are not limited to):
 - i. Edits to the list of current MAC officers
 - ii. Archiving of lists of previous MAC officers
 - iii. Other Web site errors, corrections, additions, and edits as needed
 - b. MAC committee chairs, which include (but are not limited to):
 - i. Edits to the list of MAC committee members
 - ii. Archiving the names of previous MAC committee members
 - iii. Other Web site errors, corrections, additions, and edits as needed
 - c. MAC members, which include (but are not limited to):
 - i. Fixing broken links
 - ii. Assistance with finding information on the MAC Web site
 - iii. Providing login information to the MAC Web Site Intranet (members-only portion of the Web site)
 - iv. Other Web site errors, corrections, additions, and edits as needed

Research and Assessment Committee

I. Charge to the committee

The Research and Assessment Committee will explore ways to promote interest in research activities by MAC members, promote and recognize research currently being done by MAC members, publicize information about research activities and opportunities, and to foster the development of research-related skills in Chapter members.

II. Committee Membership

- A. Committee members include a Chair, Chair-Designate, and at large members.
- B. Committee membership should be representative of the different geographical locations and types of health sciences libraries served by MAC.
- C. Committee members will serve 3 year terms.
- D. The Chair has the option to remain on the committee for one additional year to serve in the advisory role of Immediate Past Chair.
- E. The committee should include at least 5 members.

III. Committee Policies and Procedures

- A. The committee will encourage and support MAC members' efforts to conduct, present, and publish research.

1. The committee will provide resources for Chapter members to find research and evaluation methods, experts, and other appropriate tools.
2. The committee can help Chapter members find mentorship, guidance or consultation on their research.

B. On an annual basis, the committee will administer the Research and Assessment Grant application process, awarding a maximum of \$2,000 per year in support of deserving MAC/MLA member projects.

1. Members of the committee are eligible to apply for the grant; however, committee members applying for the grant must recuse themselves from the adjudication process.
2. Grant applications will be evaluated by a sub-committee of at least three committee members.
3. The committee will ensure that recipients of the award provide the required one-page progress report approximately six months after funds are dispersed.
4. The committee will correspond with previous grant winners to track presentations and publications resulting from grant funds.

C. The committee will recognize the publications and presentations of MAC Chapter members' research.

1. The committee will use the MAC Messages blog, website, email list, and/or annual meeting to highlight MAC research.
2. The committee will offer prizes / awards to recognize the best research papers and posters presented at the annual MAC Conference. Winners will be determined using MLA's standard scoring sheet for research papers and posters, available at <http://www.mlanet.org/page/mla-meeting-poster-and-paper-awards>. Members of the committee are eligible for research awards but must recuse themselves from the adjudication process for their category of research.
3. Prizes will be awarded as follows:
 - a. For research papers, 1st prize (\$200), 2nd prize (\$150), and honorable mention (no cash prize)
 - b. For research posters, 1st prize (\$100), 2nd prize (\$50), and honorable mention (no cash prize)