



UNYOC/MLA

*Upstate New York and Ontario Chapter  
of the Medical Library Association*

# **EXECUTIVE COMMITTEE PROCEDURE MANUAL**

## **8<sup>TH</sup> EDITION**

Compiled by Julia Sollenberger, 1987

Revised, 1990 – Tom Flemming

Revised, 1992 – Kathryn Nesbit

Revised, 1995 – Elizabeth Reid

Revised, 1998 – Bernie Todd Smith

Revised, 2000 & 2001 – Elizabeth Irish

Revised, 2002 – Susan Bretscher

Revised, 2006 – Amy Gische Lyons

UNYOC Procedure Manual  
2006 Edition

Page 1  
Revised: 3/2006

# EXECUTIVE COMMITTEE PROCEDURE MANUAL

## Table of Contents

<b>I. INTRODUCTION .....</b>	<b>4</b>
GEOGRAPHIC AREA .....	4
PURPOSE.....	4
ONGOING OBJECTIVES.....	4
FISCAL YEAR AND DUES .....	5
UNYOC STRATEGIC PLAN .....	5
MISSION STATEMENT .....	5
<b>II. OFFICERS &amp; ELECTED POSITIONS .....</b>	<b>6</b>
CHAIR .....	6
VICE-CHAIR/CHAIR-ELECT .....	9
<i>UNYOC Ad Hoc Awards Committee</i> .....	10
<i>UNYOC Katy Nesbit Service Recognition Award</i> .....	10
<i>UNYOC Fellows Award</i> .....	10
IMMEDIATE PAST CHAIR.....	12
<i>MLA Annual Meeting Stipend for UNYOC Executive Committee Members</i> .....	13
SECRETARY .....	14
TREASURER .....	16
<i>Reimbursement Request</i> .....	18
MEMBERS-AT-LARGE.....	19
<i>UNYOC/MLA Scholarship Committee Procedures</i> .....	20
<i>UNYOC/MLA Scholarship Committee Evaluation Checklist</i> .....	22
<i>Sample Scholarship Announcement</i> .....	23
<i>Sample Letter of Congratulations &amp; Instructions for Claiming Scholarship Award</i> .....	24
<i>Sample Letter to Unsuccessful Applicants</i> .....	25
CHAPTER COUNCIL REPRESENTATIVE .....	26
ALTERNATE CHAPTER COUNCIL REPRESENTATIVE .....	29
NOMINEE TO MLA NOMINATING COMMITTEE.....	30
<b>III. APPOINTED POSITIONS &amp; COMMITTEES .....</b>	<b>31</b>
ARCHIVES COMMITTEE .....	31
CONFERENCE PLANNING COMMITTEE .....	32
<i>Annual Meeting Timetable</i> .....	33
CONTINUING EDUCATION COMMITTEE.....	35
GOVERNMENTAL RELATIONS COMMITTEE.....	37
MEMBERSHIP COMMITTEE .....	39
<i>Procedure for Mid-Winter and Annual Reports to MLA</i> .....	42
<i>Procedure for Memos, News, Minutes from MLA Headquarters</i> .....	42
<i>Procedure for Ordering MLA Exhibit Booth for UNYOC Annual Meeting</i> .....	42
<i>Procedure for New UNYOC Members</i> .....	42
<i>Procedure for New MLA Members</i> .....	43
<i>Procedure for Non-Renewing Members of UNYOC or MLA</i> .....	43
<i>Procedure for Recruiting MLA Members to Be UNYOC Members</i> .....	43
<i>Procedure for Recruiting UNYOC Members to Be MLA Members</i> .....	43

<i>Procedure for Other Recruitment</i> .....	43
<i>Policy: Release of Mailing Labels</i> .....	44
<i>UNYOC Membership Anniversary Program</i> .....	44
<i>Sample letter for UNYOC Membership Anniversary Program</i> .....	45
<i>First Renewal Letter</i> .....	46
<i>Final Renewal Letter</i> .....	47
<i>Welcome Letter to New UNYOC Members Who Are Also MLA Members</i> .....	48
<i>Welcome Letter to New UNYOC Members with MLA Brochure</i> .....	49
<i>Letter to Local MLA Members to Join UNYOC</i> .....	50
MLA CREDENTIALING COMMITTEE LIAISON .....	51
NEWSLETTER EDITOR .....	52
NOMINATING COMMITTEE.....	54
<i>Acceptance Letter for Nomination</i> .....	55
UNYOC-L COORDINATOR .....	56
WEBSITE COORDINATOR .....	57

# I. INTRODUCTION

## Geographic Area

The geographic area of the Upstate New York and Ontario Chapter (UNYOC) of the Medical Library Association (MLA) comprises the New York State counties north of Sullivan, Ulster and Dutchess counties, and the province of Ontario in Canada.

## Purpose

The organization shall stimulate and strengthen interest in health sciences library service and in the Medical Library Association by sponsoring meetings for the exchange of information and ideas and by offering educational opportunities to individuals. It shall also provide opportunity for active participation by those members who cannot attend the annual meetings of the Medical Library Association and for liaison between the area groups within the Chapter.

## Ongoing Objectives

1. ANNUAL MEETING
  - a. To offer an annual meeting to be held in fall.
  - b. To collaborate with other MLA chapters and professional library association regional chapters (such as CHLA and SLA) to offer jointly sponsored meetings.
2. CONTINUING EDUCATION
  - a. To offer continuing education opportunities at the annual meeting including MLA CE courses and UNYOC sponsored courses with MLA CE credit.
  - b. To collaborate with other professional library association regional chapters (such as CHLA, SLA and NYLA) and with the New York State 3R's Hospital Library Services Programs to offer, jointly, CE courses with MLA CE credit during the year.
3. GOVERNMENTAL RELATIONS  
To maintain a committee on legislative affairs which will:
  - a. Inform membership of relevant legislative activities
  - b. Seek membership support for letter writing when necessary
  - c. Work with the New York/New Jersey Chapter on the Joint Legislation Committee.
  - d. Support Canadian library legislative initiatives
4. MEMBERSHIP  
To maintain an active membership campaign for UNYOC and MLA.
5. COMMUNICATION WITH MEMBERSHIP
  - a. To electronically publish the UNYOC Newsletter at least three a year: Winter, Spring, Summer/Fall
  - b. To maintain a Chapter Website as an accurate recording of Chapter policies, practices, activities and documents.
  - c. To maintain a Chapter discussion list UNYOC-L
6. MLA PARTICIPATION

- a. To support our Representative and Alternate Representative on the Chapter Council with supplemental travel funds.
  - b. To encourage membership participation on MLA committees.
  - c. To express needs and concerns of UNYOC to the MLA Board and Chapter Council.
8. FINANCIAL  
To maintain a firm continuing financial basis for UNYOC based on membership, annual meeting and other revenues.

### **Fiscal Year and Dues**

The fiscal year runs from January 1 to December 31. The membership year runs from October 1 to September 30 to coincide with the Annual meeting. Dues are payable in advance of, or at, the annual meeting. If dues are unpaid six months after the beginning of the fiscal year, the dues shall be considered in arrears, and the member shall be dropped from membership in the Chapter.

### **UNYOC Strategic Plan**

In 1989, a strategic planning process which was begun by the Executive Committee nearly two years earlier resulted in a document incorporating the previous mission statement and goals of UNYOC into a new Strategic Plan. The membership discussed the plan at the 1988 annual meeting; written comments were submitted thereafter and the document appearing below was adopted by a mail ballot of the membership in the spring of 1989.

The Strategic Plan gives a clear idea of where we are going at this moment; it serves as a platform on which the organization and its members can build. The Mission Statement and Goals are evolving documents, which will change with our needs.

### **Mission Statement**

The mission/purpose of the Upstate New York and Ontario Chapter of MLA is to promote health sciences librarianship and information science through:

- \* Professional growth and recognition
- \* Education and research
- \* Communication and networking on personal, local, regional, and national (Medical Library Association) levels
- \* Advocacy of library issues and concerns
- \* Recruitment to the organization and profession.

## II. OFFICERS & ELECTED POSITIONS

### Chair

#### ELECTION/TERM OF OFFICE:

The Vice-Chair becomes the Chair at the close of Annual Business Meeting. The term of Office is one year and is renewable for a maximum of one term. At the end of the next Annual Meeting, the Chair becomes the Immediate Past Chair.

#### DUTIES:

*For details on MLA Chapter Chair responsibilities, please consult the Medical Library Association Chapter Chair's Manual. This Manual is revised annually by Chapter Council and distributed to all incoming chairs...*

1. Arrange for and preside at Annual Business Meeting of the Chapter, to be held at the Annual Meeting.
  - a. Coordinate with Vice-Chair and the Conference Planning Chair to arrange Annual Business Meeting time, location, etc.
  - b. Acquire working knowledge of parliamentary law and procedures and a thorough understanding of the bylaws, policies and procedures of the Chapter.
  - c. Prepare agenda for Annual Business Meeting and arrange for its distribution.
  - d. Compile Executive Committee Reports for posting on the Website and distribution during the conference but prior to the Annual Business Meeting.
  - e. Arrange for participation and for key issues to be brought forward at the business meeting.
2. Serve as Chair of the Executive Committee.
  - a. Arrange for meetings of Executive Committee (officers and committee chairs)
  - b. Set agenda and distribute to members.
  - c. Compile Executive Committee Reports for distribution to Executive Committee prior to the meeting.
  - d. Conduct meetings (at least two per year – summer and Annual meeting)
3. Serve as ex-officio member of all committees.
4. Conduct official correspondence for Chapter.
5. Appoint all committee members with assistance of Committee Chairs and past UNYOC Chair.
6. Serve as Chair of Nominating Committee. (See Procedures Manual section on Nominating Committee)
  - a. Appoint members.
  - b. Direct work of committee.
  - c. Submit report to membership; publish slate of officers in Newsletter and on Website prior to Annual Meeting.
7. Coordinate the formulation of Annual Objectives/Goals for the Chapter and direct the work of the Chapter in meeting those objectives.
  - d. Receive & compile Annual Reports from all Committee Chairs and Officers.
  - e. Discuss objectives with Executive Committee at summer meeting.
  - f. Formulate goals and objectives of the Chapter.
  - g. Plan activities and delegate responsibilities to enable Chapter to meet established objectives.
  - h. Communicate with Executive Committee and Committee Chairs to assure that progress is being made toward accomplishing Annual Objectives.
8. Submit Mid Winter Report to MLA Headquarters by the given December deadline and the Annual Report by the given March deadline. Deadline will be in instructions sent to Chair.
9. Submit documentation to MLA as required (see Timetable):
  - a. MLA Directory Information.
  - b. Minutes of Business Meeting.
  - c. Annual Objectives of Chapter.
10. Provide copies to Vice-Chair of all letters received and written.

11. Notify newly elected Chapter Fellows of their election and invite them to Awards Ceremony at Annual Meeting. Ask for biographical data and curriculum vitae, arrange for preparation of Certificates of Fellowship, and conduct Awards Ceremony at Annual Meeting.
12. Prepare Certificates of Service.
13. Appoint an Auditor to review the financial records of Chapter, as submitted by Treasurer. The Auditor should be a UNYOC member who does not have the authority to sign checks.
14. At end of term, submit material to Chapter Archives, as required by Archives Committee Guidelines.

#### **TIMETABLE:**

##### October

1. Conduct Annual Business Meeting including:
  - a. Take office and thank this year's officers and members who worked on behalf of Chapter.
  - b. Introduce Conference Planning Chair or representative from the Conference Planning Committee, who will invite membership to next Annual Meeting.
  - c. Entertain Motion for Adjournment.
2. Conduct Executive Committee Meeting after Annual Business Meeting, but prior to end of Annual Meeting, to organize your team and to chart the course for the coming year.

##### November

1. Submit Annual Objectives to Chapter Council Chair.
2. Communicate with Executive Committee and Committee Chairs to assure that work for the year begins quickly.
3. Organize activities and delegate responsibilities to enable Chapter to meet established objectives. Follow up; communicate to assure that progress is being made.

##### December – February

1. Prepare MLA Midwinter Chapter report and submit it to MLA Headquarters by the deadline.
2. Check with Annual Conference Planning Chair regarding arrangements for Annual Business Meeting and Executive Committee meetings at Fall Annual Meeting.
3. Appoint members of Nominating Committee and assign positions to be filled to specific members.
4. Send copies of Bylaws and appropriate sections of Procedures Manual to nominating committee members.
5. Receive financial records from Treasurer and audit for accuracy.
6. Assist Membership with Anniversary Program procedures (*see section on UNYOC Anniversary Program under Membership Committee*)

##### March

1. Prepare MLA Annual Report and submit to MLA Headquarters by deadline.
2. Remind Committee Chairs and Officers that mid-year reports are due by May 1

##### April

1. Check with Chapter Council Representative to be sure biographical information sheet for Nominee to MLA Nominating Committee is sent to MLA.
2. Begin to plan for summer Executive Committee meeting. Set date, place, etc.

##### May

1. Receive Mid-year Reports from Officers, Committee Chairs. Consolidate and synthesize and send to members of Executive Committee for their review before summer Executive Committee meeting.
2. Send requested Directory Information to MLA.
3. Set agenda for summer Executive Committee meeting and distribute to Executive Committee members.

##### June

1. Conduct summer Executive Committee meeting

##### July

1. Finalize Chapter Annual Objectives. Send copies to all members of Executive Committee.

2. Notify newly—elected Chapter Fellows of their election and invite them to Awards Ceremony at Annual Meeting. Ask for biographical data and curriculum vitae.
3. Send out letters of acceptance to officer nominees.

#### August - September

1. Finalize arrangements for Annual Business Meeting and Fall Executive Committee Meeting. Notify Executive Committee of times, location.
2. Arrange for preparation of Certificates of Fellowship.
3. Submit election slate to Chapter membership via Newsletter at least three weeks prior to election.
4. Study Robert's Rules of Order.
5. Elicit feedback from Officers and Committee Chairs for their section of the UNYOC Procedure Manual.

#### September

1. Officer and Committee Annual Reports are due to Chair by September 1.
2. Prepare agenda & Officers/Committees Annual Reports for Annual Business Meeting and arrange to have them included in meeting registration packet.
3. Prepare agenda for Executive Committee meeting and distribute to members.
4. Prepare presentations for Awards Ceremony. Prepare Certificates of Service.

#### October

1. Conduct Executive Committee meeting at Annual Meeting. Arrange for key issues to be brought forth as motions at Annual Business Meeting.
2. Conduct Awards Ceremony.
3. Preside at Annual Business Meeting.  
Use parliamentary procedure to receive reports, hold election, receive motions, etc.  
When new business is completed, express appreciation to this year's officers.  
Introduce new Chair.
4. Turn over materials to New Chair
5. Collect revised sections of Procedures Manual.

## Vice-Chair/Chair-Elect

### ELECTION/TERM OF OFFICE:

The Vice-Chair/Chair-Elect's one year term of office begins at the close of the Annual Business meeting. At the close of the next Annual Business Meeting the Vice-Chair/Chair-Elect becomes Chair. Term of office for both positions is one year and is renewable for a maximum of one term. At the end of the next Annual Business Meeting, assume duties of Immediate Past Chair.

### DUTIES:

1. In the absence of the Chair, or at the request of the Chair, perform the duties and exercise the functions of the Chair.
2. In the event that the Chair is unable to complete the term of office for which s/he was elected, become the Acting Chair for the remainder of the Chair's original term, before becoming Chair.
3. Chair the annual UNYOC Service Recognition Award Nomination Committee.
4. Prepare Vice-Chair's Midyear Report and submits it to Chair by May 1; prepare annual report and submit to Chair by September 1; review and revise "Vice-Chair/Chair-Elect" section of Procedure Manual and submit revisions to Past Chair.

### TIMETABLE:

During this year the Vice-Chair/Chair-Elect will work closely with the Chair to learn the Chair's responsibilities. The Vice-Chair/Chair-Elect should also consult the Chair's Timetable to be familiar with upcoming duties.

#### February - March

1. Chair the MLA Annual Stipend Committee for Executive Committee Members.

#### March - April

1. Serve as a member of the UNYOC Nominating Committee.
2. Prepare Midyear Report and submit to Chair by May 1.
3. Chair the UNYOC Service Recognition Award Committee and submit recommended nominees to the Chair and Executive Committee by August 1<sup>st</sup>.

#### June

1. In conjunction with the Annual Conference Planning Committee Chair arrange for an Executive Committee Meeting to take place at the close of the conference. This meeting will also be attended the outgoing officers to provide the incoming officers with an opportunity to discuss their new positions with the previous officer.

#### August

1. Prepare Annual Report and submit to Chair by September 1.

#### October

1. Assist the Chair in preparing for the Annual Business Meeting as requested.
2. Submit revised "Vice Chair" section of Procedures Manual to Chair.
3. Become Chair at the close of the Annual Business Meeting.

## UNYOC Ad Hoc Awards Committee

### Duties

The committee shall review the nominations of individuals for the UNYOC Service Recognition Award and shall select an Awardee based on the following Criteria. The committee will also review nominations and recommend recipients for Fellowship status in UNYOC. For both the Katy Nesbit Service Award and for the Fellows, nominations will be requested in the UNYOC Newsletter as well as on the UNYOC-L listserv. The selections of the Service Award Winner and of the Fellows will be submitted to the UNYOC Executive Committee for their approval. The committee shall also serve as a clearinghouse for the MLA Awards and Honors Programs. It may also facilitate a nomination for an MLA award or honor on behalf of the group, if appropriate.

### Composition and Terms

The Awards Committee shall consist of the Vice-Chair (Chair of the Awards Comm.), and two previous Service Recognition Award winners.

## UNYOC Katy Nesbit Service Recognition Award

This award is given to a UNYOC member for exemplary service to the Chapter during the past year. A plaque and paid UNYOC registration for the next UNYOC meeting will be awarded to the recipient.

Criteria used to determine the recipient of the award include, but are not limited to:

- Serving as an officer or committee chair/member
- Working on special UNYOC projects
- Developing/teaching courses for UNYOC members
- Presenting papers or posters at UNYOC meetings
- Writing/editing for UNYOC publications
- Acting as mentor or consultant for UNYOC members
- Representing UNYOC to other groups

Approved: June 11, 1999

Award Renamed: October 2004

## UNYOC Fellows Award

This award is given to an individual who has been a Regular or Emeritus Member of UNYOC and who has made significant contributions to the chapter or health sciences librarianship. They are elected by the Executive Committee to the status of Fellowship according to established Chapter criteria and process. Fellows are exempt from dues and have all the rights and privileges of Regular Members.

Requirements for Fellowship:

Candidates must have been Regular or Emeritus Members of UNYOC/MLA for at least the prior ten (10) consecutive years.

Candidates should have passed the mid-point of their career and must have made significant and continuous contributions to UNYOC and/or the profession of health sciences librarianship.

They must be a recognized leader in health sciences librarianship, of distinguished accomplishment, or must exemplify leadership in health sciences librarianship and have measurable achievements.

Process for Selection:

Sixty days prior to the date of the summer Executive Committee meeting, a notice soliciting names for potential fellows will be posted to the UNYOC discussion list. The chair of the Ad Hoc Awards Committee shall be responsible for placing the notice and also shall be responsible for receiving the names and materials related to the submitted nominees for fellowship.

UNYOC Procedure Manual  
2006 Edition

Page 10  
Revised: 3/2006

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

- | a. Nominees may be named by others, or self-nominated. In both cases their name and a brief supporting narrative shall be submitted to the chair of the Ad Hoc Awards Committee. The narrative should broadly document their contribution to UNYOC and to the profession of health sciences librarianship.
- | b. Names and materials shall be submitted two weeks prior to the summer Executive Committee meeting to facilitate coordination of materials for the meeting.
- | c. Nominations for Fellowship will be voted on by the Executive Committee at its summer meeting. Although no limit exists on the total number of potential Fellows, the Executive Committee shall include as part of its deliberation the financial impact on the Chapter.
- | d. Formal announcement to the membership shall be made at the UNYOC annual meeting.

## Immediate Past Chair

### ELECTION/TERM OF OFFICE:

The Chair becomes the Immediate Past Chair at the close of the Annual Business Meeting. The term of Office is one year and is renewable for a maximum of one term if the current Chair and Vice-Chair/Chair elect are re-elected in their current positions for another term.

### DUTIES:

1. Serve on the Executive Committee for year following term as Chair.
2. Be responsible for ensuring that the Procedures Manual is maintained, is current, and is available for all new Officers and Committee Chairs.
3. Serve as Bylaws Coordinator:
  - a. Review bylaws annually or as situations warrant.
  - b. Propose and draft Bylaws revisions and recommend changes to Executive Committee.
  - c. Submit proposed changes to MLA Bylaws Committee for approval.
  - d. Publish proposed changes at least three weeks prior to Annual Business Meeting at which they are to be presented.
  - e. Present proposed changes to membership for approval at Annual Business Meeting.
  - f. Submit approved changes to MLA Bylaws Committee.
4. Chair the MLA Annual Meeting Stipend Committee.
5. Prepare Immediate Past Chair Mid-year Report and submit to Chair by May 1.
6. Prepare Annual Report and submit to Chair by September 1.

### TIMETABLE:

#### October

1. Send Bylaws to MLA Bylaws Committee if revisions were approved at Annual Meeting.

#### December - February

1. Review Procedures Manual for accuracy and currency using revisions submitted by Officers and Committee Chairs.
2. Revise Procedures Manual as needed.
3. Send revised sections of Procedures Manual to Executive Committee and Committee Chairs.

#### March - May

1. Review Bylaws.
2. Propose and draft revisions **as needed**.
3. Send proposed revisions to Executive Committee for their review.
4. Prepare Midyear Report and submit to Chair by May 1.

#### June

1. Recommend Bylaws changes to Executive Committee and finalize at summer meeting.
2. Send proposed Bylaws changes to Newsletter Editor for publication (must be published at least three weeks prior to Annual Business meeting.)

#### August

1. Send letters requesting that each Officer, Committee Chair review appropriate sections of Procedures Manual for accuracy, currency, and bring revisions to Annual Meeting.
2. Review "Immediate Past Chair" section of Procedures Manual and make necessary changes.

#### September

1. Prepare Annual Report and submit to Chair by September 1.

October

1. Bring copies of Procedures Manual to Annual Meeting for new Officers.
2. Present proposed Bylaws changes to membership for approval at Annual Business Meeting.  
Submit revised "Immediate Past Chair" section of Procedures Manual to Chair.

**MLA Annual Meeting Stipend for UNYOC Executive Committee Members**

**BACKGROUND**

At the June 5, 1998 Summer Executive Meeting in Buffalo a motion was passed to allocate money for MLA meeting stipends that would provide up to \$300 each for Executive Committee members to attend MLA. The number of stipends available each year would vary dependent upon the budget. This stipend is separate from and will not affect the current funding for the Chapter Council Representative or Chapter Council Alternative.

**ELIGIBILITY**

All Executive Committee members may apply; however, preference will be given to members whose position in UNYOC automatically results in MLA Committee membership: Chair, Membership Chair, and MLA Credentialing Liaison.

**APPLICATIONS**

A letter or e-mail requesting consideration for funding should be sent to the Vice-Chair/Chair-Elect no later than March 1<sup>st</sup> for the May MLA conference. This letter should indicate the Executive Committee member's position and the reason for the request. Reasons may include MLA Committee Membership, no funding available from own institution, or presentation of a talk or poster session.

**REVIEW PROCESS**

The Immediate Past coordinates the review process. The review committee is comprised of the Vice-Chair/Chair-Elect, Immediate Past Chair, and Secretary. If any of these members should request funding, the person will withdraw from the review process and another Executive Committee member will be appointed by the Chair to serve. In the event that the Immediate Past Chair requests consideration for funding, the Vice-Chair/Chair-Elect or Secretary will assume coordination of the review process.

Approved:       October 1998  
Revised:         March 22, 2000  
Revised:         June 22, 2001

## Secretary

### ELECTION/TERM OF OFFICE:

The term of office is two years and is renewable for a maximum of one term (*subject to bylaws change approval*). The Incoming Secretary's term of office begins after the Annual Business Meeting.

### DUTIES:

1. Serve as Secretary of Executive Committee.
2. Attend all Executive Committee meetings and Annual Business Meetings during term of office.
3. Take attendance at Executive Committee meetings, listing those present in minutes.
4. Record minutes of Executive Committee meetings
  - a. Within one month of Executive Committee meeting, distribute minutes to all members of Executive Committee, to Committee Chairs, and any others present at meeting.
5. Record minutes of Annual Business Meeting.
  - a. Within one month of meeting, distribute copies of minutes to Executive Committee and Committee Chairs.
6. Prepare extra copies of minutes and annual reports as follows:
  - a. One copy to be included in Secretary's notebook.
  - b. One copy to be filed with Archives.
  - c. Five copies of minutes kept for one year to accommodate requests for minutes of a meeting.
7. Collect the following reports, programs, etc. and deposit at end of year with Archives Chair.
  - a. Annual Meeting Programs
  - b. Lists and Descriptions of continuing education courses offered by UNYOC.
  - c. Lists of Officers.
  - d. Reports prepared by UNYOC Officers.
8. Prepare Midyear Report and submit to Chair by May 1.
9. Review "Secretary" section of Procedures Manual and revise as necessary.
10. Prepare Annual Report and submit to Chair by October 1.

### TIMETABLE:

#### October

1. Take minutes at the Executive Committee meeting and annual business meeting.
2. Attach a copy of the Officers and Committees Reports with the minutes.

#### November

1. Distribute both sets of minutes and reports to Executive Committee, Committee Chairs, and Newsletter Editor.
2. Prepare extra copies of minutes as stated in Duties.

#### January

1. Send minutes and the following reports to the Archives Chair: Annual meeting programs, lists and descriptions of continuing education courses offered by UNYOC, lists of Officers, reports prepared by UNYOC Officers and Chairs of Committees.

#### April

1. Prepare and submit Midyear Report to Chapter Chair by May 1.

#### June

1. Take minutes at summer Executive Committee meeting.

#### July

1. Distribute minutes of summer Executive Committee meeting to Officers, Committee Chairs, and Newsletter Editor.

September

1. Submit annual report to Chair by September 1st.

## Treasurer

### ELECTION/TERM OF OFFICE:

The term of office is two years and is renewable for a maximum of one term. Incoming Treasurer's term of office begins after the Annual Business Meeting.

### DUTIES:

1. Serve as member of Executive Committee and Annual Meeting Treasurer.
- ~~2.~~ Responsible for receipt and disbursement of all Chapter funds:
  1. Collect chapter dues and income from other sources.
  2. Deposit income to Chapter bank account(s) promptly.
  3. Expend Chapter funds as required and as authorized by Executive Committee. Sign Chapter checks.
  4. Maintain Chapter's financial records, current and past, as required by Federal and State Law, including account books, bank statements, bills and receipts
  5. Forward membership information that is collected with the dues to the Membership Chair.
  6. Prepare and distribute interim financial reports and proposed draft budget per established timetables.
  7. Present financial reports and proposed budget to the Executive Committee and the Annual Business Meeting.
  8. Prepare Midyear Report and submit to Chair by May 1.
  9. Prepare recommendations to improve the financial base of the Chapter.
  10. Review and revise "Treasurer" section of Procedures Manual.
  11. Prepare Annual Report and submit to Chair by September 30<sup>th</sup>. *Note: Time frame differs from the other Officers in order to provide the most up-to-date financial information to the membership at the Annual Business Meeting.*
  12. Submit reports to MLA as requested.
  13. Maintain back-up copy of Membership Database

### TIMETABLE:

#### October

1. Present budget highlights and assist Chair with discussion of budget issues at Annual Meeting.
2. Obtain forms from the bank for signature information, to authorize financial transactions, to appropriate new members of the Executive Committee.
3. When a new Treasurer is elected, provide for transfer of records to new Treasurer.

#### November

1. Issue checks for funds that were authorized at Annual Business Meeting.
2. Mail copy of Treasurer's final report to the Newsletter Editor for inclusion in winter issue.

#### January

1. Submit records to Chair for Audit.

#### March

1. Prepare MLA annual fiscal report by requested due date.

#### April

1. Send notices to all members of Executive Committee asking for input to develop budget for upcoming fiscal year. Generally, include current year's amount.
2. Formulate Midyear Report and submit to Chair by May 1.

#### May

1. Prepare interim budget report and draft budget for upcoming fiscal year; mail to Executive Committee members for review and discussion at summer Executive Committee Meeting. This report should consist of a budget of actual and proposed expenses as well as a statement of accounts. *Please see previous interim reports for example.*
2. Notify Chair of items to be added to agenda for summer Executive Committee meeting.

#### June

1. Attend summer Executive Committee meeting and lead discussion of draft budget.
2. Prepare revision of draft budget based on input from summer Executive Committee meeting.
3. Mail copy of Treasurer's interim report and revised budget to the Newsletter Editor for inclusion in summer issue.

#### August

1. Review "Treasurer" section of Procedures Manual and make necessary changes.

#### September

1. Obtain bank signature cards and forms to bring to fall Executive Committee Meetings for newly elected officials to sign.
2. Review budget and actual figures and call relevant executive committee members, as needed, to get in all expenses and revenues before the end of the fiscal year.

#### October

1. Submit Annual Report, including budgets, to the Chair by October 1<sup>st</sup>. This report should consist of a budget of actual and proposed expenses as well as a statement of accounts. *Please see previous annual reports for example.*
2. Present budget highlights at the Annual Business meeting.

#### **Additional Consideration**

An effort should be made to keep a minimum of funds in the non-interest bearing checking account while at the same time taking into consideration banking fees.

*For instance: In 2001 UNYOC needed to keep a minimum of \$2,500 in checking to avoid monthly fees.*

Banks can have a limit on the number of individual checks that can be deposited in one month. This limit can become an issue when collecting conference and dues at the same time.

*For instance: In 2001 UNYOC could only deposit 75 individual checks a month*



UNYOC/MLA

Upstate New York and Ontario Chapter  
of the Medical Library Association

**Reimbursement Request**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

REASON FOR REIMBURSEMENT \_\_\_\_\_

TRAVEL

Airfare \_\_\_\_\_

Mileage (total miles \_\_\_\_\_ x \$0.505/mile) \_\_\_\_\_ (prevailing IRS rate)

Tolls \_\_\_\_\_

Taxi, limo, parking, other (please specify) \_\_\_\_\_

\_\_\_\_\_

LODGING

MEALS (please itemize)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MISCELLANEOUS

Supplies, photocopies, etc. \_\_\_\_\_

Honorarium \_\_\_\_\_

Other (please specify) \_\_\_\_\_

\_\_\_\_\_

TOTAL \_\_\_\_\_

Make check out to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Please send with original receipts to: Amy Lyons, UNYOC Treasurer  
Health Sciences Library  
University at Buffalo  
3435 Main Street  
Buffalo, NY 14214

1/20/06

## Members-at-Large

### ELECTION/TERM OF OFFICE:

There are three Members-At-Large one of whom must be from Ontario. Each term of office is three years.

### DUTIES:

1. Serve as a member of the Executive Committee.
2. Serve on the Scholarship Committee.
3. Serve as a representative of local membership to the Executive Committee. Provide oral and written input regarding membership concerns and views, as needed or requested.
4. Carry information relating to the Chapter and MLA to the local membership.
5. Serve as a newsletter reporter. Submit items to the Newsletter Editor by the deadline dates.
6. Discuss Chapter and MLA concerns with other librarians at local and national conferences.
7. Remain visible among local health sciences librarians and be identified as a UNYOC representative.
8. Prepare Members-at-Large Midyear Report and submit to Chapter Chair by May 1<sup>st</sup>.
9. Prepare Members-at-Large Annual Report and submit to Chapter Chair by September 1<sup>st</sup>.
10. Review & revise "Members-at-Large" section of the Procedures Manual.

### TIMETABLE:

#### October

1. A Member-at-Large who is moving into the second year of the two-year term shall chair the Scholarship Committee, assisted by the other Members-at-Large. (*See UNYOC/MLA Scholarship Committee Procedures*)

#### April

1. Submit names of scholarship winners to Chapter Chair by May 1<sup>st</sup>.

#### May

1. Prepare Midyear Report and submit to Chair by May 1.

#### August

1. Prepare and submit Annual Report to Chapter Chair by September 1<sup>st</sup>.

## **UNYOC/MLA Scholarship Committee Procedures**

### **Membership:**

The three UNYOC Members-at-Large also serve as members of the Scholarship Committee.

The Committee Chair is appointed by the UNYOC Chair. When possible the Committee is named from the previous year's committee.

Committee vacancies will be filled by the UNYOC Chair and such members will serve until the expiration of the unexpired term.

### **Meetings:**

When possible the Committee should meet during the UNYOC Annual Meeting. Additional communication may take place through e-mail, telephone and fax.

### **Committee Work Cycle:**

The deadline for applications for the UNYOC scholarship is March 30<sup>th</sup> and notification of awards must be sent to applicants by April 30<sup>th</sup>. The scholarship should be publicized across the UNYOC area during December and January.

### **Publicizing the Scholarship:**

All committee members should participate in publicizing the scholarship. Methods that have been successful are:

1. contacting faculty at the regional schools of library and information science who teach courses in health sciences librarianship and requesting that they tell their students about the scholarship
2. contacting the deans at the regional schools of library and information science and requesting that the scholarship announcement be posted in any scholarship notebooks, bulletin boards or listservs
3. publishing the scholarship announcement in the UNYOC newsletter
4. posting the scholarship announcement to the UNYOC listserv, Medlib-L, and the listservs of the regional library councils in the UNYOC region

Reference UNYOC webpage <<http://www.unyoc.org>> when sending out announcement.

### **Application Procedures:**

Application letters, resumes and letters of reference are sent to the Chair of the Scholarship Committee. The Chair will notify the applicants if anything is missing from their application. The Chair will send copies of the applications and other documents to the other Committee members as they are received. Applications must be received by March 30<sup>th</sup>. Applications and all supporting documents become the confidential property of UNYOC and are released only for use in the citation or biographical sketch of the winner.

### **Application Evaluation Process:**

Immediately following the March 30<sup>th</sup> deadline all committee members will evaluate the applications and complete the Evaluation Checklist. The points awarded to each applicant on the three Evaluation Checklists will be added together and the average computed. This procedure should be followed even in cases where consensus seems obvious. Completed forms should be returned to the Chair no later than April 15<sup>th</sup>. If necessary the Chair may seek the advice of the UNYOC Chair in interpreting policy and terms. The applicants who have submitted all required documents and who score the most points will be the recommended scholarship winners. The Chair will present the Committee's recommendation and any requested documentation to the UNYOC Chair who will make the final decision on awarding the scholarships. The Scholarship Committee Chair will send letters of congratulations and information on how to obtain the award to all scholarship winners by April 30<sup>th</sup>. The Chair

will send letters to all unsuccessful candidates by May 15<sup>th</sup>. The Committee is not obligated to award a scholarship if there are no qualified candidates.

**Member's Duties:**

1. Assist in publicizing the UNYOC Scholarship
2. Evaluate the scholarship applications, complete the Evaluation Checklists and return them to the Chair by the designated date
3. Attend the Executive Board meetings at the UNYOC Annual Meeting

**Chair's Duties:**

1. Coordinate the activities of the Committee
2. Submit an annual report to the UNYOC Chair
3. Serve as an advocate for the UNYOC scholarship on the Executive Board
4. Prepare the Scholarship Announcement in print and electronic form
5. Assist in publicizing the scholarship
6. Receive all applications for the scholarship
7. Communicate with scholarship applicants
8. Submit Committee recommendations to the UNYOC Chair
9. Send letters to scholarship winners and unsuccessful candidates
10. Send names and contact information of scholarship winners to the UNYOC Membership Chair so they can be contacted about their free one-year membership
11. Review Committee Procedures, Scholarship Announcement, and Evaluation Checklist as necessary
12. Maintain all Committee records

**Maintenance of Records and Ethics:**

All information concerning applicants for UNYOC scholarships is confidential. When the evaluation process has been completed Committee members must destroy all copies of documents submitted by the scholarship applicants and the Evaluation Checklists relating to the applicants. The Chair will retain the originals of all documents submitted by the scholarship applicants, the Evaluation Checklists and any correspondence for one year. The Scholarship Committee files will be transferred to the incoming Chair at the UNYOC Annual Meeting. The new Chair will destroy any documents submitted by scholarship applicants and the Evaluation Checklists the following spring. Copies of the Chair's letters to the scholarship winners and the unsuccessful candidates will be retained.

If a Committee member is associated with an applicant (e.g. from the same library) he/she should notify the Chair and excuse him/herself from evaluating the applicant. The UNYOC Chair will appoint another person to evaluate the applicant.

**UNYOC/MLA Scholarship Committee Evaluation Checklist**

**NAME OF APPLICANT:** \_\_\_\_\_

**NECESSARY DOCUMENTS**

\_\_\_\_ **Letter of Application Describing:**

\_\_\_\_ **Library School Attended**

\_\_\_\_ **Degree Pursued**

\_\_\_\_ **Course Title**

\_\_\_\_ **Course Start & Completion Date**

\_\_\_\_ **Credit Hours**

\_\_\_\_ **Contact Information for Course Instructor, Project Director or Internship Coordinator**

\_\_\_\_ **Resume**

\_\_\_\_ **Two Letters of Reference**

**POINTS AWARDED (Assign one point for each criterion the applicant meets)**

\_\_\_\_ **Required Documents are complete, professional and well written**

\_\_\_\_ **Applicant has taken courses in Health Sciences Librarianship in addition to the course listed in the Letter of Application**

\_\_\_\_ **Applicant has worked or is currently working in a library**

\_\_\_\_ **Applicant has worked or is currently working in a health science library**

\_\_\_\_ **Applicant has worked or is working in another health science field**

\_\_\_\_ **Applicant has an undergraduate degree in a biomedical science**

\_\_\_\_ **Applicant has applied for a National Library of Medicine fellowship**

\_\_\_\_ **Applicant has maintained a grade point average above 3.0 during library school**

\_\_\_\_ **TOTAL POINTS**

**NAME OF EVALUATOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Sample Scholarship Announcement

### Announcement of the UNYOC/MLA Scholarship

**SPONSOR:** Upstate New York/Ontario Chapter of the Medical Library Association

**PURPOSE:** To provide an opportunity for library school students to pursue or explore Health Sciences Librarianship

**ELIGIBILITY:** The applicant must currently be enrolled in, or working toward, a Masters in Library Science from an accredited college or university in Upstate New York or Ontario. The scholarship monies are intended to offset the cost of a course in a topic related to Health Sciences Librarianship. Course work must be taken for credit and must be scheduled for completion after September 1, and before September 1, .

**AWARD AMOUNT:** Two scholarship awards in the amount of \$ plus two UNYOC memberships for one year. There will be one scholarship awarded to a Canadian applicant and one to a US applicant.

**APPLICATION:** Please send a letter describing your interest in the UNYOC/MLA Scholarship to:

UNYOC Ad Hoc Scholarship Committee  
(Name and Contact Information for Scholarship Chair)

Be sure to include the following:

- Name of Library School
- Degree pursued
- Course title, start & completion date, description, credit hours, and contact information for course instructor, project director, or internship coordinator
- Resume
- Two letters of reference

**JUDGING:** Evaluation will be based on the degree to which it is perceived that the candidate would benefit the field of Health Sciences Librarianship. Preference will be given to candidates who have worked in a health sciences library, whose course work indicates a strong interest in the field of Health Sciences Librarianship or who have an undergraduate degree in a biomedical science.

**DEADLINES:** Applications must be received by March 30, . Notification of award will be sent by April 30, . Monies will be disbursed upon successful completion of the course.

## Sample Letter of Congratulations & Instructions for Claiming Scholarship Award

Dear

Congratulations! You have been awarded the Upstate New York and Ontario Chapter of the Medical Library Association's Scholarship in Health Sciences Librarianship. This award provides an opportunity for students working toward a Masters in Library Science to pursue a course of study in Health Sciences Librarianship. The amount of the award is \$ plus a UNYOC membership for one year.

The Membership Committee Chair, (name of chair), will be contacting you regarding your UNYOC membership which typically runs from October through September. Scholarship monies will be dispersed upon successful completion of Course (name of course). The enclosed sheet provides instructions for claiming the scholarship money.

We hope that you will continue your career in Health Sciences Librarianship and find it a challenging and rewarding profession.

Sincerely,

### UNYOC SCHOLARSHIP COMMITTEE INSTRUCTIONS FOR CLAIMING SCHOLARSHIP AWARD (DATE)

When you have completed your course in Health Sciences Librarianship please mail the following records to:  
(Name & Contact Information for UNYOC Treasurer)

1. Proof that you have registered and paid for the course in Health Sciences Librarianship (i.e. receipt of payment)
2. Proof that you have completed the course with a passing grade (i.e. report card statement or letter from the school or professor)

Congratulations once again.

## Sample Letter to Unsuccessful Applicants

Dear

Thank you for taking the time and making the effort to apply for the Upstate New York and Ontario Chapter of the Medical Library Association (UNYOC/MLA) Scholarship in Health Sciences Librarianship. Your application was very good. Unfortunately we can only award two scholarships and yours was not chosen this year. Please consider reapplying next year.

We hope that you will continue in the field of Health Sciences Librarianship and encourage your participation in UNYOC/MLA for all the continuing education and networking opportunities it affords.

We thank you again for applying and wish you the best of luck in your future endeavors.

Sincerely,

## Chapter Council Representative

### ELECTION/TERM OF OFFICE:

The term of office is three years and begins at the close of the first MLA Annual Meeting following election. The Representative-elect is strongly encouraged to attend Chapter Council meetings at this MLA Annual Meeting. Although an observer, the Representative—elect's attendance at these meetings is key for ensuring continuity. UNYOC provides the Representative-elect with \$300.00 travel support for this purpose.

The Representative must be thoroughly familiar with the organization, activities, and goals and objectives of UNYOC and must have developed positive relationships with the UNYOC membership.

### DUTIES:

1. To serve as an ex-officio voting member of the UNYOC Executive Committee. To keep UNYOC informed of all significant business and events occurring in the MLA Chapter Council through regular reports to the membership at the Annual Business meeting and through updates in the UNYOC Newsletter and discussion list.
2. To represent UNYOC on the Chapter Council of the Medical Library Association. Serves as a communication link between UNYOC membership and MLA, presenting views of UNYOC and carrying information back to the membership from MLA. Participates in Chapter Council deliberations and responds on behalf of UNYOC for matters which pertain to it. Solicits comment and suggestions.
3. To attend all Chapter Council meetings at the MLA Annual Meeting; UNYOC allocates \$300.00 travel support for this purpose. Meetings are scheduled for of the MLA Annual Meeting week. The Representative is also requested to attend the Chapter Council Annual Event (usually a roundtable discussion) and to assist at the Chapter Council Display Table.
4. To serve on Chapter Council committees as appointed by the Chapter Council Chair.
5. To contribute to the accomplishment of Chapter Council's goals and objectives, both annual and on-going.
6. To ensure that the biographical form for the UNYOC nominee to the MLA Nominating Committee is submitted to the Chapter Council Elections Committee by the designated date.
7. To prepare and submit mid-year and annual reports to the Chapter Council Chair by the designated dates.
8. To complete Chapter Council Directory data forms and Chapter Council Fact Sheet by designated dates.
9. To respond to occasional requests from the Chapter News column editor for brief articles on UNYOC activities or accomplishments.
10. To work closely with the Chapter Alternate Representative in coordinating UNYOC representation on the Chapter Council.

### TIMETABLE:

The timetable is arranged by month beginning with May when the Chapter Council meetings take place at the MLA Annual Meeting. Since precise deadlines or designated dates are subject to some variation from year to year, the dates provided below are intended as a general guide.

#### May

1. Attend Chapter Council meetings, events, and assist at the Chapter Council Display Table at the MLA Annual Meeting.

#### June

1. Attend UNYOC Executive Committee summer meeting.
2. Prepare a written report on Chapter Council meetings.
3. Report on and discuss Chapter Council business, e.g., motions passed, goals and objectives for coming year, pertinent issues and concerns, etc.



#### July - August

1. Prepare a written report on Chapter Council activities for inclusion in the UNYOC Newsletter summer issue.
2. Update information about UNYOC for the MLA Chapter Fact Sheet. A form will be sent by the Chapter Council Communications Committee for this purpose. This information will also be requested in November and April.
3. Prepare Annual Report in conjunction with the Chapter Council Alternate and submit to Chair by September 1.

#### October

1. Attend the Executive Committee meetings at the UNYOC Annual meeting.
2. Report to the membership at the Annual Business Meeting on Chapter Council activities if requested by Chair.

#### November

1. Prepare an article for the UNYOC Newsletter winter issue on Chapter Council activities and events. The article should also seek input from the membership on MLA issues and concerns.
2. Prepare and submit a mid—year report to Chapter Council Chair.
3. Update UNYOC information for MLA Directory. A form will be sent by Chapter Council Communications Committee for this purpose.

#### February

1. Prepare and submit annual report to Chapter Council Chair.

#### April

1. Update information about UNYOC for MLA Chapter Fact Sheet.
2. Ensure that forms for the UNYOC nominee to the MLA Nominating Committee have been sent to the Chapter Council Elections Committee Chair and to the Chapter Council Chair.
3. Prepare in conjunction with the Chapter Council Alternate and submit Mid-Year Report to Chapter Chair by May 1.

## Alternate Chapter Council Representative

### ELECTION/TERM OF OFFICE:

The term of office is three years and begins at the close of the first MLA Annual Meeting following election. The Alternate-elect is strongly encouraged to attend Chapter Council meetings at this MLA Annual Meeting. Although an observer, the Alternate—elect's attendance at these meetings is key for ensuring continuity. UNYOC provides the Alternate—elect with \$300.00 travel support for this purpose.

The Alternate must be thoroughly familiar with the organization, activities, and goals and objectives of UNYOC and must have developed positive relationships with the UNYOC membership.

### DUTIES:

1. To serve as an ex—officio, voting member of the UNYOC Executive Committee.
2. To share the responsibilities of the Chapter Council Representative in representing UNYOC on the Chapter Council of the Medical Library Association.
3. To attend all Chapter Council meetings at the MLA Annual Meeting. UNYOC offers \$300.00 travel support for this purpose. Meetings are generally scheduled for all day Saturday of the MLA Annual Meeting week.
4. To serve on Chapter Council Committees when elected or appointed.
5. To assume all duties and responsibilities of Chapter Council Representative in the event that the Representative is absent or unable to complete the three—year term, or is elected as Chapter Council Chair.

### TIMETABLE:

#### May

1. Attend Chapter Council meetings, events, and assist at the Chapter Council Display Table at the MLA Annual Meeting.

#### June

1. Attend UNYOC Executive Committee summer meeting.

#### July - August

1. Prepare Annual Report in conjunction with the Chapter Council Representative and submit to Chair by September 1.

#### October

1. Attend the Executive Committee meetings at the UNYOC Annual Meeting.

#### April

1. Prepare in conjunction with the Chapter Council Alternate and submit Mid-Year Report to Chapter Chair by May 1.

## Nominee to MLA Nominating Committee

### ELECTION/TERM OF OFFICE:

Elected by UNYOC membership at Annual Business Meeting in October and presented to Chapter Council at May meeting. Fourteen names (one from each Chapter) are narrowed down to six at Chapter Council election. Those six names, along with additional nominees from Section Council and Board of Directors, are presented on election ballot to MLA general membership. Nine are elected to serve one year on MLA Nominating Committee.

### DUTIES:

1. Complete biographical form and statement of willingness to serve and submit to Chapter Council Representative for use in Chapter Council elections. Due date set in Chapter Council Calendar.
2. If elected by MLA membership, serve on MLA Nominating Committee and attend committee meetings at Annual Meeting.

Maintain an awareness of the interests and concerns of the Chapter. (is invited to Executive Committee Meetings)

### NOTE:

A member cannot serve on the MLA Nominating Committee for more than one term in a five-year period. However, UNYOC can nominate the same individual within a five-year period as long as that person did not serve as a voting member of the MLA Nominating Committee. For more information see "Administrative and Board Committee Charges: Nominating Committee" in the current MLA Directory.

### III. APPOINTED POSITIONS & COMMITTEES

#### Archives Committee

*According to the Minutes, in 1996 UNYOC hired a graduate student from the SILS program at SUNY Buffalo to organize the Archives. By 1997, the Archives organization was completed and the Archives are stored at the Health Sciences Library SUNY Buffalo.*

#### COMMITTEE ORGANIZATION:

The Archivist will be responsible for maintaining the archival collection of material relating to UNYOC as the official historical record of the Chapter, preserving the materials and making the documents available for use. The Archivist is appointed and is considered a non-voting, ex-officio participant at Executive Committee meetings.

The Archives are currently housed at the Health Sciences Library, SUNY-Buffalo.

#### DUTIES:

1. Actively solicit and accept Chapter documents.
2. Preserve the materials.
3. Develop guidelines for selection, retention of materials.
4. Make documents available for use by UNYOC members or others as approved by the Executive Committee.

#### EXAMPLES OF ARCHIVAL MATERIAL:

Archival material is included but not limited:

Minutes  
Correspondence  
Newsletters  
Conference planning materials  
Conference or CE photographs featuring Chapter Members  
Executive Committee Roster  
Annual Business Meeting and Executive Committee meeting material  
Budget information & Financial Records no longer needed by the Treasurer

#### SUBMISSIONS:

Submissions should be sent to the Archivist with a brief note explaining the significance of the material (if not evident). The Archivist may judge whether or not to file the material in the Archives.

## Conference Planning Committee

### CHARGE:

To plan and promote Annual Meetings for the Chapter, including selecting varied locations throughout the geographic region of UNYOC.

### COMMITTEE ORGANIZATION:

The Conference Planning Committee is a six member standing Committee of UNYOC. The Chair will serve for 3 years and will represent the committee on the Executive Committee of UNYOC. The other 5 members will serve staggering terms no longer than 3 years. Additional members may serve but no committee member will hold a term longer than 3 years unless approval is granted by the Executive Committee upon recommendation of the Conference Planning Committee Chair.

### DUTIES of CHAIR:

1. Chair to serve as member of Executive Committee.
2. Prepare Conference Chair's Summer Report and submit to Chair by May 1; prepare Annual Report and submit to Chair by September 1.
3. Prepare report of Annual Meeting planning and present to Executive Committee at summer meeting.
4. Review and revise "Conference Planning Committee" section of Procedures Manual and submit revisions to Past Chair.
5. Compile Annual Conference Planning Notebook and submit to archives and incoming Conference Planning Chair
6. Coordinate activities of the Planning Committee members.
7. Serves as primary contact during the Annual Meeting.

### TIMETABLE:

#### November - May

1. Set dates for Annual Meeting two years hence; avoid Canadian Thanksgiving, Jewish Holidays, and NYLA Annual Meeting.
2. Form Facilities Committee to investigate and choose site for meeting and sign contract.
3. Organize basic committees for annual meeting, choosing theme. If a speaker of note is being considered, make first contact.
4. Invite President of MLA to attend Annual Meeting.
5. Maintain strong liaison with local health sciences librarians' group.
6. Prepare and submit Mid-Year Report to Chapter Chair by May 1.

#### June

1. Report on plans for Annual Meeting at summer Executive Committee meeting.

#### September

1. Review and revise section of Procedures Manual
2. Prepare Annual Report and submit to Chair by September 1.

#### October

1. Submit revised section of Procedures Manual to Past Chair.
2. At close of Annual Business Meeting, extend invitation to next Annual Meeting on behalf of host group.
3. Serve as Chair of the Planning Committee for the Annual Meeting to be held next year and ensure that arrangements for the meeting are carried out in a timely and successful fashion.
4. Prepare report of Annual Meeting planning and present to Executive Committee at summer meeting.

5. Keep records of conference planning decisions and details that can be presented to the Conference Planning Chair in the form of a conference-planning notebook to aid in the planning of future annual meetings.

### **Annual Meeting Timetable:**

*This sequence is meant to serve only as a rough guide; annual meeting planning is highly individual and will vary each year.*

#### October - November

1. Promote annual meeting for the next year at the current year's annual meeting.
2. Contact exhibitor from the current annual meeting to see if they have an interest in exhibiting at next year's annual meeting.
3. Prepare a call for papers for delivery at the next annual meeting and advertise in the Newsletter.

#### December

1. Continue committee meetings for annual meeting planning of program, budget, and all other aspects.
2. Contact exhibitor and invite them to commit to attending the meeting in October.

#### January

1. Confirm plans made previously with hotel.
2. Finalize CE plans with CE coordinator and committee.

#### February

1. Plan social and food events.
2. Send out publicity to appropriate publications and organizations.

#### March - May

1. Finalize plans with speakers: confirm travel arrangements, get CV's and arrange for appropriate introductory speakers.
2. Notify contributed paper speakers of acceptance and arrange for appropriate introductory speakers.
3. Register exhibitors; collect fees from them; seek sponsors.
4. Finalize budgeting and costs in order to set fees for attendance.
5. Draw up registration form and pre—registration packages.
6. Compile lists of speakers' AV requirements.

#### June - July

1. Report to summer Executive Committee meeting.
2. Print and mail pre—registration packages.
3. Recruit workers for Registration and Hospitality activities.
4. Deadline for Newsletter prepares material on conference for appearance in time for deadline.

#### August - September

1. Solicit and collect material for registration packages.
2. Send final program to printer, produce nametags, tickets, etc.
3. Registration deadline and deadline for refunds. October—December

#### October - November

1. Prepare meeting evaluations and reports for Executive Committee meetings that occur at the annual meeting.
2. Pay bills arising from the meeting; send thank-you notes to speakers and committee workers.
3. Prepare the conference-planning notebook.
4. Send copies of meeting materials to the Archives.

## Continuing Education Committee

### CHARGE:

To plan and promote continuing education programs for the Chapter, providing varied and relevant educational opportunities for all segments of the Chapter membership.

### TERM OF OFFICE/APPOINTEMENT:

The Continuing Education (CE) Chair is an appointed 3-year position. This person serves as a voting, ex-officio member of the Executive Committee. The CE Chair will represent the Chapter at MLA CE Committee meetings as appropriate.

*A CE Committee is appointed by the Chapter Chair, in conjunction with the CE Chair and Chapter Vice-Chair. Members serve terms of 1 – 3 years and may be re-appointed. Committee members represent the geographic areas of UNYOC and lead in bringing UNYOC sponsored MLA accredited courses to their areas.*

### OBJECTIVES:

1. Actively seek opportunities to co-sponsor continuing education workshops, courses, etc. throughout the year with other library groups and in various areas of the Chapter. Disseminate information about UNYOC funds available to cosponsor MLA credit CE courses. See guidelines for “UNYOC FUNDS FOR REGIONAL CE.”
2. Disseminate information about MLA Continuing Education, the MLA CE Clearinghouse, and alternative methods of CE, <<http://mlanet.org/education/index.html>>
3. Develop, distribute, and collect the results of continuing education needs assessment and evaluation tools, to assess needs for future courses and to maintain a record of courses already offered.
4. Serve as member of Annual Meeting Planning Committee. With Annual Meeting Planning Committee select continuing education courses to offer and coordinate all arrangements for the continuing education courses held at the Annual Meeting.
5. Encourage members of the Chapter to become MLA CE instructors and to share their teaching expertise.
6. Disseminate information about CE opportunities on the UNYOC-L listserv, in the newsletter and on the UNYOC website.
7. Act as liaison with the Continuing Education Committee (CEC) of the Medical Library Association.
8. Report Chapter CE to MLA to be published in MLA News.

### TIMETABLE:

#### October - December

1. Chair will contact all committee members to inform them that UNYOC funds are available to co-sponsor MLA accredited continuing education courses in their geographic areas and to encourage them to arrange such courses. Chair will maintain contact with committee members throughout the year to learn if MLA accredited continuing courses will be offered, and to assist with publicity and with obtaining the UNYOC funding.
2. Review and update the continuing education information of the Chapter website and send additional updates during the year as needed.

#### January - February

1. Submit to MLA CEC Chapter Liaison list of Chapter sponsored CE courses during the preceding year.

#### March - April

1. Attend meetings of Annual Conference Planning Committee and begin making arrangements for continuing education courses to be offered at Annual Meeting.
2. Prepare midyear report and submit to Chair by May 1.

### May

1. At the MLA Annual Meeting, the Chair or one committee member should attend the MLA CE Committee's Chapter Liaison function/meeting.
2. If unable to attend the above meeting, contact MLA CEC Chapter Liaison to obtain most current MLA CE information
3. Confirm courses and instructors for Annual Conference by the deadline for inclusion in the Conference registration packet.

### September

1. The Committee Chair shall prepare and submit an annual report to the Chapter Chair by September 1.

### October

1. Attend Annual Business Meeting and present report if requested by Chapter Chair.
2. Meet at the UNYOC Annual Meeting to summarize the previous year's activities and plan for the coming year.

### **UNYOC FUNDS FOR REGIONAL CE:**

1. The UNYOC budget may include a sum to be used to co-sponsor MLA credit continuing education classes in various locations in the Chapter.
2. The total amount available and the amount available for each co-sponsored class is set by the Chapter Executive Committee. Currently up to \$250 is available for each co-sponsored class.
3. Each year the CE Chair reminds the regions of the Chapter (Albany, Buffalo, Ithaca/Binghamton, North Country, Ontario, Rochester, Southeastern and Syracuse) to request co-sponsorship for MLA credit classes. A regional group may request only one co-sponsorship each year.
4. The CE Chair commits funds upon request on a first come basis. Groups accepting the UNYOC funds agree to advertise UNYOC co-sponsorship and to allow UNYOC members to register at "member" rates. The sponsoring group should also provide a copy of UNYOC member attendance and the evaluation summary to the CE Chair.
5. The funds are sent as reimbursement following the event, upon request by letter or invoice.

## Governmental Relations Committee

### CHARGE:

To monitor the progress of, disseminate timely information on, and provide appropriate support to national/regional legislation that may affect health sciences libraries directly or indirectly.

### COMMITTEE ORGANIZATION:

1. Membership.
  - a. The committee shall consist of a Committee Chair and three committee members. Each shall represent the four geographic regions of Upstate New York (Albany, Syracuse, Rochester, and Buffalo). Note: The Chapter has not included a UNYOC representative from Ontario, Canada because of the differences between the United States and Canada governmental support and funding of libraries, and need for library legislative activity. However, an Ontario representative will be appointed by the Chapter Chair in conjunction with the Government Relations Committee Chair and the Chapter Vice-Chair if there is an interested member or as the need arises.
  - b. The Committee Chair is the MLA Coordinator for Upstate New York State and thus, is the contact person for The Board of Regents of the University of the State of New York.
2. Length of term: The Committee Chair shall serve a three-year term and members shall each serve a one to three year term. Incoming Chair and members' term of office begins after Annual Business Meeting.
3. Reports.
  - a. The Committee Chair shall prepare a report for the Annual Business Meeting.
  - b. The Committee Chair shall report as often as necessary to the UNYOC Chair on matters needing immediate action, such as "call for action" letter writing, mail and/or phone campaigns, and visits to legislatures.
  - c. The Chair shall prepare items for the UNYOC Newsletter whenever appropriate.

### OBJECTIVES:

1. Inform the UNYOC membership of upcoming national/regional library legislative issues in a timely fashion.
2. Alert and seek membership support for letter writing when necessary.
3. Maintain a close working relationship with the MLA Governmental Relations Committee.
4. Communicate UNYOC positions on legislative matters to appropriate legislators.
5. Establish contact and cooperation with other professional organizations for mutual assistance.
6. Strengthen the existing communication network between MLA and UNYOC members.
7. Establish a formal working relationship with the New York Library Association (NYLA).

### TIMETABLE:

#### Ongoing

1. The Committee Chair shall keep the members informed of the current Federal and State legislative issues which affect libraries; and, the activities of the MLA Governmental Relations Committee, and other library associations' legislative committees.
2. The Chair shall activate phone and/or mail campaigns as needed.
3. The committee members shall respond to the "call for action" and contact other UNYOC members and the appropriate legislators in their area.

#### April

1. Prepare Midyear Report and submit to Chair by May 1.

#### July - August

1. The Chair shall canvas committee members and members of the UNYOC Executive Board for their comments about legislative issues that should be brought before the State University's Board of Regents.

2. The Chair shall prepare the testimony on behalf of the New York State health sciences librarians which will be presented either in person or by letter at the Regents meeting, scheduled for early September of each year. The testimony is due by mid-August.

September

1. The Committee Chair shall prepare and submit an annual report to Chapter Chair by September 1.

October

1. The Committee Chair shall present the annual report at the Annual Business Meeting.
2. Meet at the UNYOC Annual Meeting to summarize the previous year's activities and plan for the coming year.

## Membership Committee

### CHARGE:

To increase the total membership of the Upstate New York and Ontario Chapter and the Medical Library Association.

### COMMITTEE ORGANIZATION:

The Committee consists of a committee chair and members from the five major geographic areas in the Chapter (Rochester, Albany, Syracuse, Buffalo, and Ontario). The Chair represents the Chapter as a member of the MLA Membership Committee. The Committee Chair shall serve a three-year term and members shall each serve one to three year terms.

### OBJECTIVES:

1. Recruit new members by:
  - a. Speaking at and displaying UNYOC and MLA promotional material at local and regional meetings.
  - b. Identifying potential members from related health information organizations.
  - c. Distributing membership brochures and literature to library schools to encourage student membership and participation in area or chapter meetings.
  - d. Publishing articles or announcements on MLA and UNYOC membership in the Chapter Newsletter, discussion list and webpage.
  - e. Recruiting Chapter members who are not MLA members.
  - f. Recruiting MLA members who are not UNYOC members but live and work within the area UNYOC represents.
  - g. Sustaining contact with the MLA Membership Committee to strengthen recruitment efforts.
  - h. Contacting the regional medical library program for new membership within its outreach efforts.
2. Maintain current membership by:
  - a. Writing “welcome letters” to new members of UNYOC and MLA who live within the boundaries of UNYOC. (Samples in Appendix A)
  - b. Contacting non-renewing members of UNYOC and MLA to encourage them to reinstate their membership.
  - c. Being an MLA contact person within the Chapter.
3. Maintain the Chapter’s membership database and mailing list, including providing the Treasurer with an up-to-date back-up copy. *The management of the membership database and mailing list may be delegated to another individual with the approval of the Executive Committee. In this case, the Membership Chair would retain oversight of the work.*
4. Maintain close liaison with the Treasurer and with the UNYOC-L list owner.
5. Introduce new Chapter members in the Chapter Newsletter or at the Annual Meeting.
6. On a rotating basis with other MLA Chapters, plan an informational program for the MLA Annual Meeting to welcome and to inform new members, first time attendees, and international visitors. (see MLA Procedures Manual for details)

### TIMETABLE

#### Ongoing

1. Maintain the membership database by:
2. Making necessary changes in current records.
3. Adding new records to the file.
4. Deleting long—standing inactive records.

#### November-December

1. Engage in ongoing recruitment efforts.
2. Send Membership Committee news to UNYOC Newsletter Editor before the December 1 deadline.

3. Print mailing labels for active members, deleting names of those who have responded to previous renewal notices.

#### December

1. Print mailing labels for active members and mail to Newsletter Editor for mailing of winter issue.

#### January

1. Receive winter news sent from MLA Membership Chair.
2. Begin work on Anniversary Program with Chapter Chair (see separate procedure)
3. Send back-up copy of Membership Database to Treasurer (also throughout year as needed)

#### February

1. Print mailing labels for active members, deleting names of everyone who has renewed for current year.
2. Send final notice to non-renewing UNYOC members with reminder that their membership will become inactive as of April 1. (Samples in Appendix A)

#### March

1. Send names of new UNYOC members, along with other Membership Committee news, to UNYOC Newsletter Editor before the April 1 deadline.
2. Prepare for deletion of names from active status if they have not renewed membership by 31 March.
3. Change status from "active" to "inactive" for all those who have not paid dues for current year
4. Notify Chair of current level of membership for reports to MLA.

#### April

1. Prepare Midyear Report and submit to Chair by May 1.
2. Attend MLA Annual Meeting and Membership Committee meetings.
3. Send back-up copy of Membership Database to Treasurer (also throughout year if needed)

#### June

1. New MLA Membership Committee Chair begins.
2. Attend UNYOC summer Executive Committee meeting.
3. Send Membership Committee news to UNYOC Newsletter Editor before July 1 deadline.
4. Send back-up copy of Membership Database to Treasurer (also throughout year as needed)

#### July

1. Print mailing labels for active members for first dues renewal notices.
2. Send membership renewal notices (1st notice)
3. Contact Chair of the UNYOC Exhibits/Sponsors Committee for special instructions kit for exhibitors and discuss who will receive the MLA exhibit and where the exhibit should be sent.
4. Receive summer news sent from MLA Membership Chair.

#### August

1. Print mailing labels for active members I remove labels for people who have responded to first renewal request.
2. Send membership renewal notices (2nd notice)
3. Send in request forms for MLA Exhibit Booth and/or MLA promotional materials for UNYOC Annual Meeting.
4. Submit article, announcement and/or application for MLA and UNYOC membership to the UNYOC Newsletter.
5. Prepare annual report for Chapter and submit to Chapter Chair by September 1.

#### September

1. Mail to Chapter Chair and Conference Planning Chair a list of active members to be used in determining registration rates for those registering for the Annual Meeting.
2. Contact Library Schools to promote student membership.

3. Prepare mid—winter report and submit to MLA Membership Chair.
4. Send back-up copy of Membership Database to Treasurer (also throughout year as needed)

October

1. UNYOC Annual Meeting: man MLA exhibit booth and distribute MLA and UNYOC Membership information.
2. Conduct committee meeting at Annual Meeting.
3. Receive fall news sent from MLA Membership Chair.
4. New Chair begins duties (every 3 years).
5. Send a copy of the membership roster to the Archives.

## **Procedure for Mid-Winter and Annual Reports to MLA**

A brief one-page report from the Chapter representative of the MLA Membership Committee is required by October 1 and March 1 each year. The report is sent to the Chair of the MLA Membership Committee who is then required to report to MLA Headquarters. A copy of the report is also sent to the chair of UNYOC.

Each Chair of the MLA Membership Committee sends a request for this report a few weeks before it is due and outlines what information is needed. See the MLA Membership Procedures Manual for the format of this report.

Copies of the reports should be kept for three years filed in the blue membership binder provided by the MLA Membership Committee and kept by the Chapter representative of the MLA Membership Committee.

## **Procedure for Memos, News, Minutes from MLA Headquarters**

Copy and send all informative news, memos, instructions, and the minutes of the MLA Membership Committee meetings to all UNYOC Membership Committee members.

Advise all UNYOC Committee members on any task which must be done.

File all originals in the blue membership binder to be kept for three years.

## **Procedure for Ordering MLA Exhibit Booth for UNYOC Annual Meeting**

MLA provides an exhibit booth and promotional material for MLA membership to be used at Chapter Annual Meetings. Application forms for requesting the booth should be obtained from MLA in July. There is no charge to the Chapter for this exhibit.

When the application is received, contact the Chair of the UNYOC Exhibits/Sponsors Committee to notify her/him that you will be ordering the MLA booth and plan to man it at the meeting. Find out where the Exhibits/ Sponsors Committee wants the exhibit shipped (i.e. to the conference hotel, a personal address, a nearby library, etc.), and who will receive the exhibit. Check to see if the Committee prefers you to order the slide/tape presentation or the videocassette presentation since certain equipment is not always easily available. Send the completed forms to the Membership Department at Headquarters.

The Exhibits/Sponsors Committee should send an Exhibitor's information package and registration form. Outline all your equipment needs for the booth carefully and return it to the Chair of the Exhibits/Sponsors Committee.

Send notification to all UNYOC Membership Committee members that the exhibit has been ordered for the Annual Meeting. Make arrangements for staffing the booth.

Provide a supply of UNYOC membership brochures and applications for the MLA booth at the Annual Meeting.

## **Procedure for New UNYOC Members**

The Membership Chair will ask the Committee member who resides the closest to the new member to send a new member package to the new UNYOC member. The package should include:

1. A "welcome letter"
2. An explanation of the dues and fiscal year
3. A copy of the most recent UNYOC Newsletter if available
4. An inquiry about interest in Committee involvement
5. MLA membership promotional material (if not a member of MLA)

Before each UNYOC Newsletter is published, send a list of new members, along with a welcome statement, to the editor of the Newsletter to have the list included in the forthcoming issue.

Before the Annual Meeting in October compile a list of members who have joined UNYOC since the last Annual Meeting and introduce these new members to the attendees of the Annual Meeting. Check with the Chair of the Annual meeting to make sure there will be time in the program to do this.

### **Procedure for New MLA Members**

Each month, MLA Headquarters sends a printout and mailing labels for new MLA members residing in the UNYOC Chapter area to the Chair of the UNYOC Membership Committee.

Divide the names up according to their location in relation to members of the UNYOC Membership Committee. Send the mailing labels to the appropriate Committee member. Each Committee member will be responsible for sending a "welcome to MLA letter" to the new MLA members. Examples of these letters are included in the Appendix A. If the new MLA member is not a UNYOC Member, promotional UNYOC material and an application for membership form should be included with the letter. It is also useful to send a copy of the Annual Meeting program and registration.

### **Procedure for Non-Renewing Members of UNYOC or MLA**

After the Annual Meeting send letters of reminder to those members who have not renewed their UNYOC membership. (see Appendix A). Include a UNYOC brochure and membership application. The letter should leave room for the non-renewing member to state the reason why they do not wish to renew. In February, a final notice may be sent to non-renewals informing them that their membership will become inactive on April 1.

MLA Headquarters will send names of non-renewing MLA members in the UNYOC region to the Chair of the UNYOC Membership Committee. These non-renewing members should be contacted by phone or mail and sent promotional materials and a membership application if requested.

### **Procedure for Recruiting MLA Members to Be UNYOC Members**

In order to retain Chapter status, at least 50% of the MLA voting members who reside or work within the geographical boundaries of UNYOC must also be members of UNYOC. MLA will send periodic printouts of MLA members in the UNYOC region. Compare this list with the UNYOC membership list. Send all MLA members who are not also UNYOC members a letter that stresses the advantages of belonging to the Chapter as well as the national association. UNYOC promotional material and an application form should be sent with the letter. ***Because of the importance of maintaining compliance, the recruitment of these prospective members should be given priority.***

### **Procedure for Recruiting UNYOC Members to Be MLA Members**

An MLA application brochure should be sent to new UNYOC members who have not yet joined MLA as well as to other interested prospective members.

### **Procedure for Other Recruitment**

Wherever the opportunity arises to promote membership in UNYOC and MLA, membership committee members are encouraged to send letters and promotional material or attend local meetings to accomplish this objective.

Other possible sources for new members are:

1. Library Schools
2. Regional Medical Library
3. Meetings of other local health library organizations

4. Other membership directories

### **Policy: Release of Mailing Labels**

The release of Association membership mailing labels may be authorized to individuals and organizations that wish to distribute materials of potential interest to Association members. Requests will be considered for individuals and/or not—for-profit organizations engaged in bonafide research activities deemed to be of significance to the profession or to the Association. Release of the membership mailing labels will not be made for solely commercial purposes. UNYOC reserves the right to deny any request for mailing labels that the Executive Committee or Chair deems inappropriate or incompatible with membership needs or association policy.

August 1993

In 1996 the price of the UNYOC mailing labels to outside organizations was set at \$200.

### **UNYOC Membership Anniversary Program**

1. Each January after membership renewals are all in Membership Chair runs Access report
2. Membership Chair notifies Exec Committee new inductees
3. Chapter Chair & Membership notify new inductees immediately
4. Membership is notified through UNYOC-L & Newsletter immediately
5. Certificates are given at Annual meeting (or mailed after if not able to attend)

#### **Levels of Membership Based on Traditional Anniversary List**

##### **5-Year Wood Members:**

- Printed Certificate
- Name printed in Newsletter & UNYOC-L
- Section on Website listing names

##### **10 Year Aluminum Members**

- Printed Certificate
- Name printed in Newsletter & UNYOC-L
- Section on Website listing names

##### **15 Year Crystal Members**

- Printed Certificate
- Name printed in Newsletter & UNYOC-L
- Section on Website listing names

#### **AFTER 20 - Membership in our Roaring Twenties Club!**

##### **20 Year China Members**

- Printed Certificate
- Write up in Newsletter w/ career highlights
- Section on Website listing career highlights

##### **25 Year Silver Members**

- Printed Certificate
- Write up in Newsletter w/ career highlights
- Section on Website listing career highlights

## Sample letter for UNYOC Membership Anniversary Program

Dear UNYOC Silver Member:

UNYOC is pleased to recognize the strength of its organization and its members, through the creation of a new membership recognition program to honor long-standing members.

An organization is only as strong as its members; UNYOC has been fortunate to have many loyal and long-term members over the years. Some members may have been visible since they joined, while others may have worked quietly behind the scenes to ensure that our mission moves forward. Each member deserves recognition for these contributions.

The UNYOC Membership Recognition Program is a way of saying thanks to the backbone of the organization: those people, who have cared enough to attend conferences, write for the newsletter, teach CE courses, provide mentoring, share expertise, and impart memories.

The program itself is based on traditional anniversary gifts. The recognition for each level is:

· 5 Year Wood, 10 Year Aluminum and 15 Year Crystal Members

- printed certificate
- name printed in Newsletter & UNYOC-L
- inclusion in Anniversary Program section on UNYOC's Website

· "Roaring Twenties Club" - 20 Year China and 25 Year Silver Members

- printed Certificate
- write-up in Newsletter with career highlights
- section on Website listing career highlights

The certificates will be awarded at conference this year, and, if you are not attendance, forwarded by mail. We would like to begin to highlight the careers of our Silver Members. Enclosed with this letter is a list of questions to give you an idea of the type of information we are hoping to receive. If you prefer to shape your responses in the form of a narrative or only answer some of the questions that is completely acceptable. Also, if you would prefer not to participate in this aspect of the program, please indicate that on the questionnaire and return it to us in the enclosed envelope.

We are hoping to have the entire Silver Members career highlights posted on the Web and ready for the next Newsletter by the Annual Meeting in October and are, therefore, asking for a response from you by Friday, September 7. If you would prefer to respond by e-mail, please forward your message to either [margretel@yahoo.com](mailto:margretel@yahoo.com) or [alyons@buffalo.edu](mailto:alyons@buffalo.edu)

Thank you for all of the contributions you have made to UNYOC! We look forward to hearing from you.

Sincerely,

Margaret Falls  
UNYOC Chair

Amy Gische Lyons  
UNYOC Immediate Past Chair



## Final Renewal Letter

<On UNYOC Letterhead with Membership Chair's return address>

February 1, 200x

Dear UNYOC Member:

I hope it was just an oversight that you forgot to renew your 200x/0x UNYOC membership, which runs from October 200x through September 200x. As Chair of the UNYOC Membership Committee, I would like to remind you that your dues must be **paid** by April 1, 200x in order to remain an active UNYOC member. As an active member your benefits include:

- \* A subscription to the Newsletter;
- \* Continuing Education courses tailored to the interests of our membership;
- \* An active voice in formulating legislation affecting libraries in the state or provincial level;
- \* Stimulating and challenging annual meetings; and
- \* An opportunity to participate in your regional association and to exchange information and ideas with your colleagues throughout the chapter.

Please complete the enclosed renewal form with your check made payable to UNYOC/MLA, and return it to the appropriate address.

Don't miss out on the benefits of UNYOC membership! We need your membership support to remain an active and vital force in health sciences librarianship.

Sincerely,

XXXXX XXXXX  
Chair, UNYOC Membership Committee

Enc.

## Welcome Letter to New UNYOC Members Who Are Also MLA Members

<On UNYOC Letterhead with Membership Chair's return address>

<Date>

Dear **xx xxxxx**:

I would like to take this opportunity to welcome you to the Upstate New York and Ontario Chapter of the Medical Library Association as a new member! Our membership year ends September 30th.

As Chair of the UNYOC Membership Committee, I can assure you that UNYOC membership will be very rewarding for you in many ways: new friendships, the exchange of professional knowledge and information at the local and national level, and advancement within the field of health sciences librarianship.

You will find that membership in this, or any other professional organization, is largely a matter of a give-and-take relationship. Opportunities are open to you to be active on many UNYOC Committees. I would be very pleased to introduce you to someone who could help you get involved. Contributing a little of your time, talent, and experience to fellow members will be returned to you many times over.

I know your membership with UNYOC will be valuable and enjoyable. Please contact me if you have any questions about your new membership.

Sincerely,

**xxxxx xxxxx**

Chair, UNYOC Membership Committee

## Welcome Letter to New UNYOC Members with MLA Brochure

<On UNYOC Letterhead with Membership Chair's return address>

<Date>

Dear **xx xxxxx**:

I would like to take this opportunity to welcome you to the Upstate New York and Ontario Chapter of the Medical Library Association as a new member! Our membership year ends September 30th.

As Chair of the UNYOC Membership Committee, I can assure you that UNYOC membership will be very rewarding for you in many ways: new friendships, the exchange of professional knowledge and information at the local and national level, and advancement within the field of health sciences librarianship.

You will find that membership in this, or any other professional organization, is largely a matter of a give-and-take relationship. Opportunities are open to you to be active on many UNYOC Committees. I would be very pleased to introduce you to someone who could help you get involved. Contributing a little of your time, talent, and experience to fellow members will be returned to you many times over.

I am enclosing a brochure and application for membership in our national organization, the Medical Library Association (MLA). I hope that you will take advantage of the many opportunities for professional growth that are available through MLA membership.

I know your membership with UNYOC will be valuable and enjoyable. Please contact me if you have any questions about your new membership.

Sincerely,

**xxxxx xxxxx**

Chair, UNYOC Membership Committee

Enc.

**Letter to Local MLA Members to Join UNYOC**

<On UNYOC Letterhead>

<Date>

Dear Colleague,

We would like to take this opportunity to invite you to become a member of the **Upstate New York and Ontario Chapter** (UNYOC) of the Medical Library Association (MLA). As an MLA member, you already know the benefits of membership in a national professional organization. Are you aware of the rewards of membership in UNYOC, your regional chapter? We hope that you will read the enclosed brochure and seriously consider membership. Your completed Membership Application form may be sent to our Treasurer, who is listed on the form. Our Canadian colleagues may make their dues payment in Canadian funds.

An exciting UNYOC Annual Meeting has been planned for October x—x, 200x in xxxxxxx, xxx xxx. Its theme is “xxxxxxxxxxx xx xxxxxx xxxxxxxx xxxxxxxxxxxxxxx”. Our keynote speaker will be xxxxx xxxxxxxx from xxxxxxx xxxxxxxxxxx. <Three> <MLA> Continuing Education Courses have been planned: xxxxxxxxxxx xxx xxxxxxxx xx xxxxxx xxxxxxxx xxxxxxxx xxxxxxxxxxxxxx (CE ###) ; xxxxxx xxx xxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxx (CE ##); and xxxxxx xxxxxxxxxxxxxx xxxxxxxx xxx xxx xxxxxxxx (CE ###). As a UNYOC member, you would receive discounted rates for meeting registration and continuing education courses. To receive a UNYOC Annual Meeting registration packet, return the form at the bottom of this letter.

We look forward to welcoming you soon as a new member of UNYOC!

Sincerely,

xxxx xxxxxx, UNYOC Chair

xxxxx xxxxxx, Membership Committee Chair

TO RECEIVE A REGISTRATION PACKET FOR THE 200x UNYOC ANNUAL MEETING, RETURN THIS FORM TO:  
<name & address>

<tel; fax; e—mail>

**Name**

Address

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

## MLA Credentialing Committee Liaison

### CHARGE:

The MLA Credentialing Committee Liaison serves as the Chapter Liaison to the MLA Credentialing Committee. This person promotes MLA's Academy of Health Information Professionals. The Liaison provides guidance to UNYOC members who are applying for AHIP membership who are applying for AHIP membership or renewal.

### APPOINTMENT/TERM OF OFFICE:

The MLA Credentialing Liaison is appointed by the Executive Committee for a 2 year, renewable term.

### DUTIES:

*Please consult MLANET (www.mlanet.org) for current information and available resources...*

The MLA Credentialing Liaison is an ex-officio member of the Executive Committee with no voting privileges. This person is responsible for:

1. Serving as the Chapter Liaison the MLA Credentialing Committee.
2. Promoting the MLA credentialing process to UNYOC members.
3. Providing assistance to UNYOC members who are applying for AHIP membership or renewal.
4. Attending MLA Credentialing Committee meetings at the MLA Annual Conference.

### TIMETABLE:

#### April

1. Submit Mid-Year Report to Chair by May 1<sup>st</sup>.

#### May

1. Attend the MLA Credentialing Committee sessions if possible.

#### August

1. Submit Annual Report to Chair by September 1<sup>st</sup>.

#### October

1. Promote AHIP membership at the UNYOC Annual Meeting.

## Newsletter Editor

### CHARGE:

The Newsletter Editor is responsible for the publication of the UNYOC Newsletter. This publication is the primary vehicle for communication within the Chapter. Its purpose is to keep the membership informed of Chapter business and activities, Chapter involvement with the Medical Library Association, the Chapter strategic plan, and of professional activities and professional development opportunities of interest to health sciences librarians in New York and Ontario.

Members are encouraged to submit short articles or columns of interest to the membership.

### APPOINTMENT/TERM OF OFFICE:

The Newsletter Editor is appointed by the Executive Committee to a renewable term of up to three years. A Co-editor may also be appointed.

### DUTIES:

The Editor is a voting member of the Executive Committee, is responsible for the content and publication of the UNYOC Newsletter, selects material for publication, and makes general editorial changes in copy as needed. The Editor shall follow the policy statement of the UNYOC Newsletter and shall consult with the Executive Committee on matters pertaining to the publication as necessary.

The Editor is responsible for publishing the UNYOC Newsletter up to three times annually; submissions are due on November 1, July 1, and September 1. The Executive Committee may change the frequency of publication as the need arises.

Co-Chairs with the Website Coordinator, the Ad Hoc Communications Committee.

### OBJECTIVES:

1. Inform UNYOC members about Chapter activities.
2. Educate members about the availability of new programs, new publications, and subjects relevant to health sciences librarianship.
3. Inform members of continuing education opportunities.
4. Provide members with a forum for communicating on issues, policies and activities.
5. Interest inactive members in UNYOC activities and programs.

### PRODUCTION:

Each Newsletter Editor has full artistic freedom and the production of the UNYOC Newsletter will vary depending on the production facilities available to each Editor. With the advent of electronic publication of the UNYOC Newsletter in 2001, the editor will:

1. Gather news items. These may come from members, from the MLA, from local and/or national news sources, and anywhere else materials of interest to members of UNYOC may be found.
2. Format pages in an eye-catching and appealing manner considering the special limitations of electronic publishing. Use varying fonts; insert graphics and interesting separators for stories. This is most easily done in Microsoft Word® because it transforms well into HTML but any program that both the Newsletter Editor and the Webmaster can use is fine.
3. **Proofread the entire Newsletter.**
4. Transmit the completed Newsletter to the Webmaster.

5. Print the correct number of copies (color if at all possible) to cover the list of members without e-mail addresses. Add a few extra to be sent to MLA headquarters. These lists will be obtained from the Membership Chair.
6. Prepare a report of expenses incurred.
7. Send three copies to the UNYOC Archives.
8. Send a notice of the availability of the Newsletter to the UNYOC listserv.

**TIMETABLE:**

October - January:            *Winter Issue*

1. The deadline for receiving items for the Winter issue is November 1<sup>st</sup>
2. Besides news items, the following items generally appear in the Winter issue:
  - a. An article on the October Annual Meeting, written by the Chair of the Conference Planning Committee.
  - b. The minutes of the Annual Business Meeting
  - c. The Treasurer's report, budget.
  - d. The new UNYOC Executive Committee roster.
3. Prepare a financial report and invoice the treasurer for printing and postage of the newsletter.

February - May:

1. Submit a Midyear report of the Newsletter Editor to the Chapter Chair by May 1<sup>st</sup>.

June - August:                *Summer Issue*

1. The deadline for receiving items for the summer issue is July 1.
2. The following items are generally included in the summer issue:
  - a. More publicity from the Publicity Chair concerning the upcoming Annual Meeting.
  - b. Highlights from the minutes of the summer Executive Committee meeting (minutes are supplied by the UNYOC Secretary).
  - c. Report of the UNYOC Nominating Committee with the slate of officers to be voted on at the Annual Meeting (available from the Committee at the summer Executive Committee meeting).
  - d. The Treasurer's interim report and proposed UNYOC budget (available from the Treasurer after the summer Executive Committee meeting).
  - e. The report of the Chapter Council Representative outlining meetings held at the MLA Annual Meeting (available from the Chapter Council Representative).
3. Prepare a financial report of expenditures.
4. Submit an Annual Report to the Chapter Chair by September 1<sup>st</sup>.

September – October:      *Fall Issue*

1. The deadline for receiving items for the fall issue is September 1.
2. Prepare a financial report of expenditures.

# Nominating Committee

## CHARGE:

To identify qualified UNYOC members willing to serve in vacant elected positions and present election slate to Chapter membership.

## COMMITTEE ORGANIZATION:

1. The Chapter Chair is the Chair of the Nominating Committee.
2. The Chair appoints two or three additional members:
  - a. Include members from across the region and from different types of libraries.
  - b. The Vice Chair is invited to join the Nominating Committee.
3. Term of office for Chair and all members is one year.

## OBJECTIVES:

1. Chair's Responsibilities:
  - a. Identify positions to be filled and assign positions to specific committee members.
  - b. Send copies of Bylaws and appropriate sections of Procedures Manual to committee members.
  - c. Report results to Executive Committee
  - d. Send out letters of acceptance.
  - e. Submit election slate to Chapter Membership via Newsletter.
2. Become familiar with duties of offices.
3. Seek input from local health science library groups within the UNYOC region.
4. Carry out business via telephone, mail, and/or electronic mail.
5. Ensure that UNYOC and MLA membership requirements (as outlined in Bylaws) are met.
6. Receive verbal acceptance before sending out letters of acceptance.
7. Review and revise "Nominating Committee" section of Procedures Manual.

## TIMETABLE:

### December - February

1. Chair appoints committee members, assigns positions to be filled, and sends copies of Bylaws and appropriate sections of Procedures Manual to committee members.

### March - June

1. Become familiar with duties of offices.
2. Identify qualified members willing to serve in vacant positions.
3. Receive verbal acceptance from potential nominees.

### June

1. Present tentative slate to Executive Committee at summer meeting for approval.

### August - September

1. Send out letters of acceptance (see sample letter in Appendix).
2. Submit election slate to Chapter membership via Newsletter at least three weeks prior to election. Send to Newsletter editor by deadline date.
3. Review and revise section of Procedures Manual as necessary.

### October

1. Chair presents nominees to membership at Annual Business Meeting.
2. Submit revised section of Procedures Manual to Chair at Annual Meeting.

## Acceptance Letter for Nomination

<On UNYOC Letterhead with Chair's return address>

<Date>

<Address Information>

Dear <Name>,

Thank you for agreeing to let your name be put forth for <position> at our 20xx Annual Business Meeting in <location>. I'm pleased to inform you that the slate prepared by the Nominating Committee was unanimously accepted by the Executive Committee at our Summer Executive Committee meeting. This slate will be voted on by the membership at the end of the business meeting.

While your term of office will not begin until after this year's business meeting on <date>, you are more than welcome to observe the Executive Committee meetings that will occur during UNYOC 20xx. In the past, Incoming Officers have found attending these meetings to be most useful. These meetings are scheduled for <dates & times>. Please check the final program for location.

At the same time, we would ask that you plan on attending your first Executive Committee meeting <date> at the end of the conference. There will be a brief meeting with both the new & retiring officers over lunch. On your registration form, please indicate that you will be attending the lunch on <date>. There is a \$xx charge for the meal. At the end of the meeting, you will spend time with your retiring counterpart to glean tips, insights, and time frames that you will need to know during your tenure. For more information, the duties and term of this office are indicated in the enclosed bylaws and procedure manual pages.

Again, thank you for agreeing to serve on the UNYOC Executive Committee. I am sure you will find it to be both an enjoyable & rewarding experience. I look forward to working with you

Sincerely,

<Name>  
UNYOC Chair 20xx-20xx

Enc. - -

## UNYOC-L Coordinator

### CHARGE:

The UNYOC-L Coordinator is responsible for maintaining the Chapter electronic discussion group. Along with the Newsletter and the Chapter website, the purpose of UNYOC-L is to keep the membership informed of Chapter business and activities, Chapter involvement with the Medical Library Association, the Chapter strategic plan, and of professional activities and professional development opportunities of interest to health sciences librarians in New York and Ontario. It is also a forum for members to interact in with each other.

UNYOC-L was established in July 1993 with Amanda (Nancy) Start as the original UNYOC-L Coordinator.

### APPOINTMENT/TERM OF OFFICE:

The Website Coordinator is appointed by the Executive Committee. Due to the nature of the position, there is no term limit.

### DUTIES:

The UNYOC-L Coordinator is an ex-officio member of the Executive Committee with no voting privileges. This person is responsible for:

1. Oversight of UNYOC-L
2. Registration of all new members on UNYOC-L upon notification of the Membership Chair
3. Resolving & responding any difficulties experienced by UNYOC-L members
4. Posting MLA news as available
5. Annual UNYOC-L statistics

### TIMETABLE:

Due to the importance of up-to-date information, the duties listed above are ongoing.

#### September

1. Complete Annual UNYOC-L Report and submit to Chair by September 30<sup>th</sup>. (Later time to account for membership renewals.

## Website Coordinator

### CHARGE:

The Website Coordinator is responsible for maintaining the Chapter website at [unyoc.org](http://unyoc.org). Along with the Newsletter and UNYOC-L, the website's purpose is to keep the membership informed of Chapter business and activities, Chapter involvement with the Medical Library Association, the Chapter strategic plan, and of professional activities and professional development opportunities of interest to health sciences librarians in New York and Ontario.

Members are encouraged to submit content suggestions.

The website was established May 1, 1998 with Gary Strubel as the original Website Coordinator.

### APPOINTMENT/TERM OF OFFICE:

The Website Coordinator is appointed by the Executive Committee to a renewable term of up to three years. A Co-Website Coordinator may also be appointed.

### DUTIES:

The Website Coordinator is an ex-officio member of the Executive Committee with no voting privileges. This person is responsible for:

1. Design and maintenance of the website at [www.unyoc.org](http://www.unyoc.org)
2. Timely updates
3. Chapter Liaison with the URL provider
4. Annual website statistics
5. Co-Chairs with the Website Coordinator the Ad Hoc Communications Committee.

### TIMETABLE:

Due to the importance of up-to-date information, the duties listed above are ongoing.

#### November

1. Remove the information on the Annual Conference just past and replace with the theme, location, and date of the upcoming year's Annual Conference.
2. Add the new Executive Committee Listing.
3. Update any Bylaws Changes, which may have been approved at the Annual Business Meeting.

#### December

1. Post the Chair's Mid-Year MLA Report.

#### March

1. Contact Annual Conference Planning Committee for updates on the upcoming conference.
2. Post the Chair's final MLA Annual Report and the Chapter Council Representative's MLA Report.

#### April

1. Complete Mid-Year Report and submit to Chair by May 1<sup>st</sup>.

#### June - August

1. Update Annual Conference information with registration information.
2. Add membership renewal reminder upon the request of the Membership Chair.
3. Add outcomes from the Summer Executive Committee meeting as directed by the Chair.
4. Complete the Website Annual Report and submit to Chair by September 1<sup>st</sup>.

