

## Southern Chapter/ Medical Library Association

### CHAIR-ELECT/ PROGRAM CHAIR AND CHAIR TIMELINE

#### **BEFORE THE ANNUAL MEETING (Chair-Elect):**

- Appoint new Committee Chairs
- Send chairs the list of Committee Volunteers (get from Database Manager) – as chairs to fill vacant slots for the coming year
- Update list of Officers and Appointed Officials and distribute to the Executive Board Listserv
- Purchase a gift and plaque for Chair and flowers for Conference Chair. (All receipts go to Bookkeeper).
- Responsible for 'Resolution of Thanks' (given during the Business Meeting)

#### **DUTIES AS CHAIR-ELECT AT ANNUAL MEETING:**

##### General Session I

1. Chair of the Chapter opens the meeting with a brief Welcome
2. The Conference Chair says a few words on behalf of the Local Arrangements Committee
3. Program Chair (Chair-Elect) give a brief Welcome and then announces the Keynote Speaker

##### Business Meeting (after gavel is passed):

- Present outgoing Chair with gift & plaque
- Present Conference Chair and assistant with flowers
- Give the Resolution of Thanks
- Introduce the new Executive Board members that include the appointed officials and committee chairs. The Chair will introduce the new Officers.
- Ask for Announcements
- Adjourn the Meeting

##### General Sessions II and III

- Introduce speakers
- Thank the speakers and give them their honorariums and gifts after their presentations, if appropriate.
- Make announcements about upcoming meeting events, if necessary
- Close the meeting at the very end (brief speech)

##### Second Executive Board Meeting

- This meeting consists of all the officers, appointed officials, and committee chairs that the Chair-Elect has filled for the up-coming Executive Board year. Invitations should be sent to these people several weeks ahead before the start of the annual meeting.
- Send out an agenda
- Introduce new committee chairs
- Discuss old and new business; Old business could be agenda items not addressed during the 1<sup>st</sup> Executive Board
- Discuss next year's meeting plans

**AFTER THE ANNUAL MEETING (completing Chair-Elect/Program Chair duties in the Chair position):**

- Give all receipts to Chapter Bookkeeper and/or Conference Chair, whichever is appropriate (receipts for gifts go to Bookkeeper; other receipts go to Conference Chair)
- Work with Conference Chair to develop and distribute conference evaluation (Program Chair duty). Use the Chapter's Survey Monkey account for the survey. See Secretary/Treasurer for username and password.
- Send a thank you letter to everyone: presenters & moderators, speakers, panelists, Program/Local Arrangements/Professional Development committee members, reviewers of papers and posters, etc.
- Send a thank you letter to Program Committee members
- Send 2 copies of the Program to the Chapter Archivist, one for our Archives and one for MLA HQ.
- Send survey results to next year's Program Committee, the Executive Board, last year's Program Committee, and the Conference Chair of 2 years out

**NOVEMBER (CHAIR)**

- Send list of Officers and Appointed Officials to webmaster to update SC/MLA web page
- Send list of Officers and Appointed Officials to update the Executive Board list-serv
- Check with committee chairs about finalizing committee rosters
- Ask Committee chairs to update all web documents (including manuals)
- Send updated rosters to webmaster for web page

**DECEMBER (CHAIR)**

- Submit article to Southern Expressions (Winter edition).
- Certificates of Deposit (CD's) mature. Bookkeeper needs to reinvest with new APR rate)
- Scholarship Fund CD (matures in March?)
- General CD (matures in early December)
- Remind Conference Chair from annual meeting that a Final Report needs to be included in the mid-year Executive Committee report

**JANUARY**

- Get Final Report from Conference Chair and distribute via SCEXEC listserv
- Begin process to secure city and hosts for annual meeting 2 years forward.

- History taken from emails:  
Georgia 2011; Baltimore 2012; Mississippi 2013; Alabama 2014; Puerto Rico 2015 (PR every ten years in the rotation); South Carolina 2016; Tennessee (2017?); Florida (2018?)
- Send a list of current committee chairs and committee members to each committee to the Membership Database Manager.

SCMLA bylaws: Section 3. Place

Invitations from a library or group of libraries (or individuals) to hold a meeting in their city shall be extended by an official representative at the annual meeting at least two years before such a meeting is to take place. The membership will vote on whether to accept an invitation (and/or select between invitations if two or more are received). If an invitation is unacceptable, or if no invitation is received, the Executive Board shall assume responsibility for finding a suitable place for the next annual meeting and shall do so within three months of taking office.

### **JANUARY**

- Make sure Honors & Awards Committee Chair sends email notices to members requesting nominations for awards.
  - \* Honorary Membership (April 10<sup>th</sup>, approved by Executive Board)
  - \* Academic Librarian of the Year (first Tuesday of the month of June)
  - \* Martha C. Watkins Scholarship (first Tuesday of the month of June)
  - \* First Time Attendee Scholarship (Annual Meeting Scholarship Award) (first Tuesday of the month of June)
- Work with Board to get nominations for T. Mark Hodges Award

T. Mark Hodges International Service Award Nominations Announcement (guidelines need to be written once removed from the Executive Board's responsibility).

'Call for Nominations' in March (1-31); Jury decision in 3 weeks.

Jury needs to be appointed by Chair (suggest Chair of H&A on jury)

According to our committee manual (H&A),

"Responsibility for the T. Mark Hodges Outstanding Service Award, initially assigned to the chapter chair and a jury which is a subcommittee of the Southern Chapter Executive Board, will continue to be the responsibility of the chair and the Executive Board for the time being, with this process subject to reconsideration in a few years - see Executive Board minutes from 11/13/07."

<http://www.scmla.org/docs/HonorsAwardsManual.pdf>

### **FEBRUARY**

- Make room reservation mid-year chapter meeting at MLA. Get a Board member headcount (ask if they are going or not). MLA comps the room, snacks cost \$\$\$. Try to get an afternoon meeting so you'll only have to provide a snack.

### **MARCH**

- Submit article to Southern Expressions (Spring edition).
- Mid-March: Request chapter mid-year committee reports from chairs. Use them to create MLA Annual Report (due at MLA Annual Meeting in May) and SCMLA mid-year report.

- Database Manager will inform Chair of those committee chairs and committee members that are not current members, per Bylaws, Article VIIB “All voting Chapter members may serve on committees.” Membership deadline is April 30.

#### **APRIL**

- Submit SCMLA Annual Report to MLA. (These are the mid-year reports for our chapter – covers time frame of November through April.) Compile report using info submitted by committee chair. Lifelong Learning goal usually derived from Program Committee report. [http://www.scmla.org/home/about\\_reports](http://www.scmla.org/home/about_reports)
- Call for Agenda topics for Chapter Executive Board Meeting at MLA.

#### **MAY**

- Attend MLA
- Call to order the SCMLA Executive Board Mid-year Meeting at MLA
- After the meeting, ensure that the Secretary completes the minutes. Send minutes to SCEXEC. These minutes are to be approved at the first Executive Board meeting during the SCMLA Annual Meeting.
- Nominating Committee Chair submits candidates to the Executive Board for vote of approval.

#### **JUNE**

- Submit article to Southern Expressions (Summer edition).

#### **JULY**

#### **AUGUST**

- Renewal of Survey Monkey subscription—Bookkeeper receives invoice.
- Submit article to Southern Expressions (Fall edition).
- Remind Conference Chair for the following year, that an invitation to next year’s meeting will be during the Chapter’s Business Meeting

#### **SEPTEMBER**

- Membership directory mailed out around this time (Database Manager does this)
- Request chapter annual committee reports from chairs. Use them to create MLA mid-year report (due in October). Note: Bookkeeper financial report will not be available until mid-October. Bookkeeper usually receives the bank statement the first week of October.
- Chair-elect appoints new committee chairs (use Membership Database Mgr.’s list and/or select from current committee members)
- Request list of volunteers from Membership Database Manager.
- Update Job Description. Have all committee Chairs update theirs.
- Contact H&A winners (or ask H&A Chair to do so): Names supplied by H&A Chair. Ask if they will be attending the conference to receive their award and be recognized.
- Get checks for Award Winners, Honorees, etc. from bookkeeper.
- Get T. Mark Hodges Award (plaque/bowl/gift?) for winner.

- Call for Agenda topics for Chapter Executive Board Meeting at SC/MLA.

Develop meeting agendas for:

- 1<sup>st</sup> Executive Board Meeting
- Chapter Business Meeting
  - You need a Letter of invitation for the meeting that's 2 years out – the membership needs to vote on this at the Business Meeting, see Bylaws

## **OCTOBER**

- SCMLA mid-year report due to MLA (MLA should send forms to you via email).
- At annual meeting, call to order the 1<sup>st</sup> Executive Board meeting and the Business Meeting
- At end of term, ask all new/incoming/remaining committee Chairs to update their committee manuals and job descriptions.
- Purchase gift for Program Committee Chair (Chair-Elect).
- Give Chapter Chairs an electronic template example for a 'Certificate of Appreciation'
- Provide Executive Board and Appointed Officers an electronic 'Certificate of Appreciation'
- Incoming Chair must sign bank signature card (contact bookkeeper).
- Prepare for chairing Nominating Committee and Strategic Planning Committees.

Updated  
Laura Kane, October 2012  
Sandra Bandy, November 2014