**Description of the Nominating Committee:**

## Nominating Committee

1. The Nominating Committee is chaired by the HealthLINE Past Chair.
2. The committee is activated at the Summer meeting and will consist of 3 to 5 members at the discretion of the Committee Chair. Members may be solicited by asking for volunteers either through the listserv or at the Summer meeting or by personally inviting individual members to participate. The HealthLINE Chair should not appoint individuals directly to this committee.
3. The duty of the Nominating Committee is to prepare a slate of candidates for each open office(s).

**Description of the Chair-Elect, Chair, Past Chair’s Position:**

## Chair

1. Determines meeting dates.
2. Composes meeting agenda and sends to Secretary.
3. Presides at quarterly meetings. Welcomes visitors and requests introduction of visitors and new members.
4. Calls and presides at Executive Committee meetings.
5. Notifies institutions that did not sign their MOU of their loss of membership status by sending them a letter after the Spring meeting.
6. Schedules the follow-up vote at the completion of the initial year of Provisional Institutional Membership.
7. Appoints committee chairs, committee members (in consultation with committee chairs), and other appointed positions (e.g., Archivist, Student Liaisons). This can be done by asking for volunteers at a meeting or through the listserv or by personally inviting individual members to participate. New members will be encouraged to participate in committees.
8. Prepares and maintains a leadership document throughout the year (see **Appendix J**). This document lists all officers, appointed positions, and complete committee rosters for the calendar year and may serve as documentation for AHIP or other credentialing options of HealthLINE service. At the end of the year, the final document should be sent to the Webmaster for posting on the website.
9. Presents certificates of appreciation to outgoing officers and committee chairs at the Winter meeting, which are prepared by the Secretary (see **Appendix I-A** and **Appendix I-B**). In addition, if any outgoing officer is a member of MLA’s Hospital Libraries Section, their name should be submitted for the HLS Scroll of Exemplary Service (see <http://hls.mlanet.org/wordpress/home/awards> for more information and to obtain nomination forms). The Chairman should ask the officers if anyone is a member and work with them to submit the application as each year of service is completed.

## Chair-Elect

1. Plans and makes arrangements for the program for the quarterly meetings, starting with the Spring meeting of the year of the term of office and going through the Winter meeting of the following year.
2. Arranges for maps and parking instructions to be sent to Secretary in timely fashion. For the Winter meeting, the outgoing and incoming Chair-Elect should work together to ensure this happens.
3. Compiles and distributes interlibrary loan statistical report each year:
   1. Distributes forms for the previous calendar year’s HealthLINE ILL statistics after the Winter meeting (see **Appendix C**).
   2. Requests that the forms be returned in time to process for the Spring meeting (or as soon as possible). Note: This is dependent on the release of DOCLINE statistics since some institutions compile their statistics using the DOCLINE report.
   3. Compiles statistics and reports the results at the Spring meeting. Copies of the results and any related documentation (e.g., trends) should be sent to the Secretary after the meeting for inclusion in the official minutes. If DOCLINE statistics are not ready, then the report will be submitted and sent with subsequent communications.
4. Expresses appreciation to the host librarian(s) and speaker on behalf of HealthLINE, in the form of a certificate (see **Appendix I-C**), thank-you note, a HealthLINE mug, or other appropriate means.

## Past Chair

* 1. Chairs the Nominating Committee and selects committee members.
  2. Prepares a slate of nominees with the committee’s assistance, which should be submitted to the membership on an election ballot prior to the Fall meeting. The Past Chair manages the election and reports the results to the membership at the Fall meeting.
  3. Reviews Bylaws and initiates revisions as needed. Refer to the Article XI of the Bylaws for the correct procedure.
  4. Maintains Procedure Manual for HealthLINE. Procedure Manual revisions should be approved by the Executive Committee since it serves as a valuable guide to actual practice. When officers, committees, and special appointments develop procedures, they should be included in the manual so that there is one central record of practice.
  5. Directs fundraising activities (such as mugs).

**Description of the Secretary’s Position:**

## Secretary

1. Distributes agenda and other meeting items via listserv, unless postal mail is requested.
2. Brings copies of the agenda to the meeting for distribution to attendees. Nametags and other supplies may also be provided.
3. Records the minutes of each quarterly meeting and sends a draft copy of the minutes to the membership via the listserv within 3 weeks after the meeting. The draft copy will also be sent again with the announcement of the next quarterly meeting. If anyone has requested postal mail delivery, those individuals will only receive one copy, which will be sent with the announcement of the next meeting.
4. Maintains a record of meeting attendance. Currently, a membership sign-in book is provided for all attendees to sign. The Secretary should check it for completeness.
5. Collects material for quarterly distribution at least 14 days prior to the scheduled meeting. Each quarterly communication should include the minutes of the previous meeting; the meeting agenda, provided by the Chair; and a map to the host institution with parking instructions, provided by the Chair-Elect. (Note: In the last several years, the agenda, directions, and parking information have been provided on a single document.) Other communications may be required for each specific meeting, which are listed as follows:
   1. Winter:
      1. A call for Institutional Members to submit ILL statistics to the Chair-Elect
      2. Reminder that MOUs are to be signed at the Winter meeting
      3. Notice of annual membership renewal and dues payment so that the April roster will be up to date
   2. Spring:
      1. Reminder to any Institutional Member who did not sign the MOU at the Winter meeting. The Secretary should work with the Representative to get it signed by sending them the original or a copy including the pages that list the terms. If the original is sent, the Secretary will keep a copy of the entire document.
   3. Summer:
      1. Application for the SCC Annual Meeting Travel Award
   4. Fall:
      1. Announcement of candidates and ballots for the election of officers
      2. Notice that dues for the next calendar year can be paid at the Fall meeting
   5. Copies and collates materials, and prepares envelopes (obtains mailing labels from Treasurer) to mail notices to those who need paper mailings.
   6. Mails or emails notices at least 14 days prior to the scheduled meeting. Note: if the Secretary’s institution cannot absorb these costs, HealthLINE will reimburse.
6. Manages the annual signing of the Memorandum of Understanding for each Institutional Member (see **Appendix B**).
   1. Includes notice in the Winter meeting communication that MOUs will be signed at the meeting, and that the Institutional Representative or Alternate should plan to attend.
   2. Brings MOU copies to Winter meeting for Institutional Representative signatures. May need to bring the copies to subsequent meetings to complete the process.
   3. Contacts any Institutional Members that did not sign MOUs at the Winter meeting to make arrangements for signing before or at the Spring meeting. Gives the names of those who do not respond to the Chair for follow-up after the Spring meeting.
   4. Receives notification from the Treasurer of new Institutional Member(s). Secretary contacts the new Institutional Member(s) to provide and obtain signed MOU (s).
7. Prepares officer and committee chair certificates or letters of appreciation (see **Appendix I-A** and **Appendix I-B**) at the end of the term of office in acknowledgment of service to HealthLINE. Certificates should be prepared for presentation at the Winter meeting. The Secretary prints them and then has them signed by the Chair at the meeting. The Chair distributes them as part of the business meeting. (Note: Committee members no longer receive certificates as documentation of service, but a leadership roster is now available on the website that lists committee involvement and can be used as documentation.)
8. Collaborates closely with the Archives Committee to preserve the history of HealthLINE by maintaining documented minutes, signed MOU’s, etc. and contributing other materials as warranted.