

Ohio Health Sciences Library Association Policy and Procedure Manual February 2001

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I. Elected Officers

A. Past President (Nominating and Elections Chair)

Term Served: 1 year

Duties:

1. Serve as the Chair of the Nominating and Elections Committee.
 - a. Appoint two OHSLA members to serve on the Committee no later than the end of the calendar year. Business can be conducted via e-mail or telephone; it is not necessary to meet as a group.
 - b. Determine which offices need to be filled:
 - i. Every year – President Elect
 - ii. Even years – Secretary
 - iii. ~~Odd years – Treasurer and Regional Advisory Council Representative~~
 - c. Contact Treasurer for names of members who are interested in running for office. This information is available from the membership forms.
 - d. Send out message to the OHSLA listserv asking for nominations. All nominees must be OHSLA members.
 - e. Contact nominees for permission to include their names on the ballot; if they accept, request they write a short bio of themselves, attach a photograph, then submit for inclusion with the ballot. (Current officers who have served one term are eligible for a second term, but must be reelected.)
 - f. Develop a printed or electronic ballot including a box or line for a write-in candidate for each office.
 - g. Set the date when ballots must be returned (e-mail votes are not accepted if using print). For paper ballots, include a statement that the ballots received after a certain date will not be counted. The electronic ballot should indicate the date when the voting is closed.
 - h. Obtain printed labels for mailing or member email addresses for electronic voting from the Treasurer.
 - i. Mail print ballots or announce opening of electronic voting to membership thirty (30) days prior to the annual Spring meeting.
 - j. Count paper ballots according to the guidelines in Robert's Rules of Order available from the Secretary or accessible at <http://www.rulesonline.com>.
 - k. Notify OHSLA President of the election results so the President can contact newly elected officers.
 - l. Notify losing candidates of the election results.
 - m. Write a written report for the Executive Committee as to the election process and results.
 - n. Introduce newly-elected officers at the Spring meeting, reporting details of the election results.
2. Oversee ~~quadrennial~~ ~~biennial~~ survey of members via e-mail, providing a link to an online survey form. Survey questions to be determined by the Executive Committee. ***moved from Presidents responsibilities***
3. Oversee special projects considered by the Executive Committee.

B. President

Term Served: 1 year

Duties:

1. Preside over all meetings of OHSLA.
2. Serve as official spokesperson of OHSLA.
3. Select meeting dates, times and places for at least two regular and the early summer transitional Executive Committee meetings. (Meetings other than the transitional meeting may be via teleconference.)
4. Establish agendas for the OHSLA Business and Executive Committee meetings.
5. Follow up on items that have been tabled from previous meetings.
6. Present certificates of appreciation for their work to all Executive Committee members at the Spring OHSLA meeting.
7. Invite the GMR Ohio representative to the Spring and Fall meetings.
8. Appoint members and chairs of standing and ad hoc committees, with approval of the Executive Committee.
 - a. Convene the Ad Hoc Midwest Chapter/MLA Preliminary Planning Committee two-three years before the Annual Meeting is scheduled for Ohio.
 - b. Convene the Ad Hoc Scholarship Committee the year before the Midwest Chapter/MLA Annual Meeting is scheduled for Ohio.

C. President Elect (Program Chair)

Term Served: 1 year

Elected: every year; ~~alternates between an academic and hospital member~~

Duties:

1. ~~Oversee biennial **quadrennial** survey of members via e-mail, providing a link to an online survey form. Survey questions to be determined by the Executive Committee. ***move to past president responsibilities***~~
1. Purchase and present a gift to the outgoing President at the Spring meeting.
2. Responsible for Fall and Spring meeting programs after being elected.
 - a. Select sites and dates for the meetings. Spring meeting must take place in Columbus. At least one meeting a year must offer a session with MLA CE credit.
 - b. Recruit volunteers at site of meeting to help direct people, do set-up, etc.
 - c. Plan a meeting budget to be submitted (in person or e-mail) to the Executive Committee for approval.
 - d. Coordinate with the Executive Committee in setting a fee for the OHSLA meetings. (Note: It is recommended that income from the meetings should meet costs.)
 - e. Provide the Communications Chair and Webmaster with registration information:
 - i. Preliminary agenda

- ii. Meeting time and location
- iii. Map
- iv. Information on overnight lodging
- v. Cost
- vi. Registration deadline
- f. Coordinate with the Treasurer for the registration deadline.
 - i. Develop a packet for meeting attendees.
 - ii. Evaluation sheets for both OHSLA & MLA
 - iii. Any freebies: pencils, pens, notepads, etc. (optional)
 - iv. Previous meeting minutes (obtain from Secretary)
 - v. Budget report (obtain from Treasurer)
 - vi. Business meeting agenda (obtain from President)
 - vii. List of attendees (obtain from Treasurer)
 - viii. Other handouts (obtain from GMR Office)
- g. When applicable, reach an understanding with the speaker as to who is responsible for bringing the CE certificates to the meeting
- h. Arrange for food including:
 - i. Continental breakfast (juice, tea, coffee, and pastries; diabetic options)
 - ii. Lunch (include vegetarian options)
 - iii. Afternoon snack (optional)
- i. Coordinate with meeting site OHSLA members for speaker/CE instructor:
 - i. Local transportation – to and from airport/hotel
 - ii. Overnight lodging
 - iii. Dinner
 - iv. Any other necessities
- j. Send thank-you notes to those who contributed to the meeting's success.
- k. Summarize meeting evaluations.
 - i. Present to Executive Committee
 - ii. Submit to Communications Coordinator for publication.

D. Treasurer (Membership Chair)

Term Served: 2 years

Elected: Odd-numbered years

Duties:

1. Receive all membership dues.
2. Maintain Excel spreadsheet of budget and budget performance.
3. Prepare budget performance report for presentation at the Spring, Fall and Executive Committee meetings, providing copies for all members.
4. Prepare checkbook transaction report for presentation at the Spring, Fall and Executive Committee meetings, providing copies for all members.
5. Maintain OHSLA checking account:
 - a. Write checks
 - b. Make deposits
 - c. Maintain checkbook

- d. Balance checkbook with bank statement monthly
6. Serve as contact person for web site fees, and with Go Daddy for web site's domain name.
7. Prepare proposed budget for Fall meeting. (Note: proposed budget is presented to the Executive Committee for discussion at the transitional meeting – Membership approves proposed budget at Fall Meeting)
8. Meeting responsibilities:
 - a. Receive all meeting registrations and money.
 - b. Prepare list of meeting attendees for Fall and Spring meetings.
 - c. Produce name tags for Fall and Spring meetings.
 - d. Supervise registration table; recruit volunteers to help.
 - e. Provide free registration to GMR representative.
9. Pay meeting bills and provide reimbursements for expenses which include but are not limited to:
 - a. Travel reimbursement for Executive Committee members driving to committee meetings at one-half current IRS rates; and invited speakers driving to Spring and Fall meetings at current IRS rates
 - b. Lunch reimbursement for site host of Executive Committee meetings
 - c. Reimbursement for expenses incurred for Spring and Fall meetings: photocopying, printing, purchase of folders, etc.
 - d. Pay honorarium (previously determined by the Executive Committee) to non-OHSLA guest speakers and CE instructors at Spring and Fall Meetings
10. Serve as chair of Membership Committee.
11. Membership responsibilities:
 - a. Maintain Wild Apricot database of names, keeping current.
 - b. Be prepared to query the database to produce lists of varying kinds as requested by the Executive Committee. For example: a list of people who want to be on committees.
 - c. Send membership reminder information to OHSLA listserv.
 - d. Prepare directory of members and submit to Webmaster for posting on OHSLA web site.
 - e. Recruit members.
 - f. Solicit volunteer(s) from the membership to represent OHSLA at events such as Kent State University Library School's career fairs.

E. Secretary

Term Served: 2 years

Elected: Even-numbered years.

Duties:

1. Record minutes of OHSLA Business and Executive Committee meetings, sending to the Executive Committee no later than four weeks after the meeting.
2. Submit Business meeting minutes to the Webmaster for posting at the OHSLA web site, at least one month before the next general meeting.

3. Maintain current OHSLA bylaws, updating when necessary and submitting a portable document format (PDF) copy to the webmaster for posting at the OHSLA web site.
4. Maintain current OHSLA Policy and Procedure Manual, update annually.
5. Request updates for policy and procedure manual to be submitted prior to transitional meeting.
6. Serve as parliamentarian retaining OHSLA's print copy of *Robert's Rules of Order*.
7. Remind Executive Committee members to review Policy and Procedure Manual for their general meeting duties, at least one month before Fall and Spring meetings.
8. Remind President-Elect to purchase a gift for the outgoing President to be presented at the Spring meeting.

F. Regional Advisory Council Representative

Term Served: ~~2 years~~

Elected: ~~odd numbered years~~

Duties:

- ~~1. Serve as the communication link between OHSLA and the Regional Advisory Council (RAC) of the Greater Midwest Region (GMR) of NN/LM.~~
- ~~2. Serve as Ohio's State Council Representative to the GMR. Attend RAC meetings at the GMR once a year (GMR reimburses expenses) and participate in RAC teleconferences.~~
- ~~3. Serve on a RAC Committee as appointed by the staff of the GMR under the provisions of the current contract from the National Library of Medicine.~~
- ~~4. Report to the Executive Committee on GMR activities and issues.~~
- ~~5. Report to the membership at the Fall and Spring meetings on GMR activities and issues.~~
- ~~6. Inform the membership on regional and national issues by authoring OHSLA Voice articles and posting information to the OHSLA listserv.~~
- ~~7. Participate in and monitor the GMR listserv. Forward important e-mails to the OHSLA listserv.~~
- ~~8. Act as an advocate for Ohio medical librarians and quality medical library service for Ohioans.~~

II. Appointed Positions

A. Webmaster

Appointed by President

Duties:

1. Maintain OHSLA web site under the direction of the Executive Committee.
2. Update site upon requests from appropriate members of the Executive Committee.
3. FTP new and/or updated web pages to the web server.

4. Submit request to web server in October for a new password for accessing the OHSLA online membership directory.
5. Forward new membership directory password to President upon receipt.
6. Web Site
 - a. About OHSLA pages
 - b. Mission
 - c. History
 - d. Bylaws
 - e. OHSLA Leadership pages
 - f. Message from President
 - g. Officers
 - h. Committee purposes, chairs, and members
 - i. OHSLA Event pages
 - j. Upcoming meeting announcement
 - k. Registration form
 - l. Travel directions
 - m. Continuing education opportunities
 - n. Join OHSLA pages
 - o. Membership benefits
 - p. Application form
 - q. Discussion list information
 - r. OHSLA Communication pages
 - s. Newsletter archive (PDF)
 - t. Minutes archive (PDF)
 - u. Links to important library sites (MLA, ALA, Announcements/news)
 - v. Members Only page
 - w. Membership directory

B. Archivist

Appointed by President

Duties:

1. Organize and maintain the archival records of OHSLA in an accessible, controlled climate.
2. Take photographs at meetings for web site, newsletter and archives.

C. Listservs/Coordinators

1. OHSLA Email Listserv Coordinator

- a. Maintained by NNLM/GMR
- b. For OHSLA members ONLY
- c. Intent:
 - i. OHSLA news and announcements
 - ii. News relevant to health sciences librarianship
 - iii. Help with difficult reference questions
 - iv. Job postings

2. OHEXEC Listserv

- a. Appointed by the President
- b. For Executive Committee members ONLY
- c. Intent:
 - i. communication between Executive Committee members

D. Midwest Chapter MLA State Liaisons Committee Representative

Appointed by President

Term: 2 years

Duties:

1. Represent OHSLA on the Midwest Chapter State Liaisons Committee
2. Midwest Chapter Council Meetings – Attendance Optional
3. Serve as conduit for communication between the chapter and OHSLA, local library groups, and library science education programs in Ohio
4. Promote chapter activities and membership
5. Participate in recommendations to the chapter Executive Board on all policies relating to relations with state health sciences library associations
6. Document state liaison policies and procedures on the chapter website and other relevant publications.
7. Change policy and procedure manual
8. If the Midwest Chapter/MLA's elected Representative at Large is from Ohio and a member of OHSLA, that person will automatically be OHSLA's appointed representative on the State Liaisons Committee.

~~*E. Ohio Council of Library and Information Services*~~

~~**Appointed by President**~~

~~**Term:** 2 years~~

~~**Duties:**~~

- ~~1. Represent OHSLA on the Ohio council of Library and Information Services (OCLIS)~~
- ~~2. Serve as a conduit for communication between the Council and OHSLA~~
- ~~3. Report on OCLIS activities at every OHSLA Business meeting.~~

~~*F. Ohio Collaborative for Clear Health Communications*~~

- ~~1. Represent OHSLA at the Ohio Collaborative for Clear Communications~~
- ~~2. Serve as a conduit for communication between the Council and OHSLA~~
- ~~3. Report on Ohio Collaborative for Clear Communications at every OHSLA Business Meeting~~

III. Standing Committees

A. Executive

1. Voting Members include:

- a. President
- b. Past President
- c. President Elect
- d. Secretary
- e. Treasurer
- f. ~~Regional Advisory Council (RAC) Representative~~

2. Non-Voting Members include:

- a. Communications Chair
- b. Archivist
- c. Webmaster
- d. Ad Hoc Committee Chairs

3. Responsibilities:

- a. Meets three times a year: fall, winter and early summer (transitional meeting). Transitional meeting must be in-person; others may be teleconferences.
- b. Maintains operation and activities of OHSLA.

B. Membership

1. Members include:

- a. Treasurer (chair)
- b. At least three OHSLA members (Chair is one of the three) from differing geographic areas of the state.

2. Responsible for:

- a. Encouraging and promoting membership renewal.
- b. Developing membership materials.
- c. Recruiting new members.
- d. See also Treasurer responsibilities.

C. Program and Continuing Education

1. Members:

- a. President Elect (Chair)
- b. At least three OHSLA members (Chair is one of the three) from differing geographic areas of the state.

2. Responsibilities:

- a. Make arrangements for OHSLA membership meetings which include facilities and program.
- b. Provide continuing education opportunities.
- c. See also President Elect responsibilities.

D. Nominating and Elections

1. Members:

- a. Past President (Chair)
 - b. At least three OHSLA members (Chair is one of the three) from differing geographic areas of the state.
- 2. Responsibilities:**
- a. Responsible for all aspects of the nominations and elections process.
 - b. See also Past President responsibilities.

E. Communications

- 1. Members:**
- a. Chair – appointed by President
 - b. At least three OHSLA members (Chair is one of the three) from differing geographic areas of the state.
- 2. Responsibilities:**
- a. Publishing an electronic newsletter twice a year – OHSLA Voice
 - b. Contact members for local news
 - c. Produce electronic newsletter file and submit to Webmaster.
 - d. Include a link to previous meeting minutes in the electronic newsletter (obtain from Webmaster).
 - e. E-mail link to newsletter to members one month prior to meeting registration deadline.
 - f. Obtain meeting details with map from program chair and produce a registration form at least three weeks prior to newsletter publication. Submit electronic file of information to Webmaster.
 - g. Design registration forms for members and non-members.
 - h. Contact Ohio library listservs concerning program and meeting e. Publicize meetings on the OHSLA listserv, encouraging prompt registration
 - i. Contact editors of eSources and Midline for inclusion in these publications once meeting dates are set
 - j. Any other communication activities of OHSLA exclusive of the web site.
- 3. OHSLA Voice Format:**
- a. Message from president (page 1)
 - b. Summary of the previous meeting from President Elect
 - c. ~~RAC report from RAC representative~~
 - d. News from around the state and region including GMR report
 - e. Upcoming meetings summary/teaser from President Elect
 - f. Promotion of new OHSLA programs or services (optional)
 - g. Feature articles and/or photos submitted by members (if available)

IV. AdHoc Committees

A. Scholarship

- 1. Members:**

- a. Chair – appointed by president
- b. At least three OHSLA members (Chair is one of the three) from differing geographic areas of the state

2. Responsibilities:

- a. Determine deadlines for scholarship applications
- b. Decide how scholarship applications will be accepted (mail and/or electronically)
- c. Design the application
 - i. Fill-in the blank style
 - ii. One essay question might be included (with minimum and maximum length) to respond to a question such as “Why does health sciences librarianship appeal to you?”
- d. Publicize the scholarship
- e. Select the scholarship winner
 - i. Applicants must live, work, or attend a graduate school program in Ohio at the time of application and during the conference.
 - ii. Applicants must be interested in pursuing a career in health sciences librarianship. A transcript showing related coursework or proof such as employment or internship must document this.
 - iii. The committee reserves the right not to award a scholarship if no applicants are qualified.
- f. Notify the winner and other applicants no more than two months prior to the Midwest Chapter/MLA conference registration deadline.
- g. Recognize the scholarship recipient at the next OHSLA business meeting.

B. Midwest Chapter/MLA Annual Meeting Preliminary Planning

1. Members:

- a. Chair – appointed by president
 - b. Members – at least three OHSLA members (Chair is one of the three) volunteering in response to president’s announcement on listserv, or appointed by president
2. Ad-hoc committee is appointed and charged two to three years before the next Midwest Chapter/MLA Annual Meeting is scheduled to be held in Ohio, after Executive Committee and membership has agreed to be the sponsoring organization.
 3. Specific responsibilities are to be assigned by Executive Committee, according to the situation and need for preliminary planning.
 4. Upon completion of duties, Chair reports to membership at the next Spring or Fall meeting.
 5. Chair submits final written report to Executive Committee.
 6. Upon acceptance of final report, President discharges the ad-hoc committee.

V. Technology Tools

1. Membership

- a. OHSLA website – Members Only Section
 - i. Membership Directory
 - ii. Membership Benefits
 - iii. Discussion List Information
 - iv. Username = ohslanet Password = billings

2. Executive Board

- a. OHSLA website – Committees – Executive Committee
- b. Executive Committee Page
- c. Username = executive Password = shaw
- d. Scheduling a meeting - use the tool Doodle
- e. Conference calls; Select a service that provides recordings

VI. Appendices



LETTER OF AGREEMENT

This Agreement for the personal services of the speaker on the engagement described below, was made between the undersigned client of the speaker (herein called "Client") and the undersigned speaker.

Name and address of the place of engagement:

OHIO HEALTH SCIENCES LIBRARY ASSOCIATION

Name of Library or Place where meeting will be held

Street Address; City; State; Zip Code

Name of speaker:

Date and time of engagement:

Compensation agreed upon:

Purchaser will make payment of \$XXXXXX due on the day of event made payable to:

Continental breakfast and lunch will be available for the speaker at no cost.

OHSLA shall reimburse expenses following the submission of receipts.

This Agreement and the terms and conditions stated herein may be enforced by the Client and its agents and by the speaker who is party to this Agreement or who has, in fact, performed the engagement contracted for by the same.

ACCEPTED AND AGREED TO:

Speaker Date

Client Date

Please sign and return via fax to

, OHSLA Program Chair at

Bill Payment Policy

Ohio Health Sciences Library Association

Approved by the Executive Committee (March 1 2010)

Authorized Expenses

Expenses itemized in the annual Budget as approved by the Executive Committee are authorized for payment. A majority vote of the Executive Committee is required to obtain authorization for payment of expenses not included in the annual Budget. In addition, a majority vote by the Executive Committee is required to obtain authorization for all scheduled or open payment accounts (e.g. monthly billing accounts, open-ended hotel/catering accounts). Refunds of meeting registrations will be only granted prior to submission of the meeting head-count to the caterer.

Procedures

Request

A Payment Request Form must be completed for payment of a bill, reimbursement, or refund of an incurred expense. The Payment Request Form is submitted to the President. The following are required with submission of a Payment Request Form:

1. Description. This must include sufficient information for the President to determine if the expense is authorized and for the Treasurer to determine which account should be debited.
2. Total amount payable.
3. Payee.
4. Method of payment. This must include sufficient information for the Treasurer to determine how to make the payment (e.g. an address to which a check should be mailed, a web address for online payment, a telephone number for a hotel or airline).
5. Requestor name.
6. Requestor signature and date.
7. Documentation. This must include sufficient information to prove the total amount of the payment. Allowable documentation includes invoices, receipts, not-to-exceed estimates, and vendor quotes. In all cases, the President determines if documentation is sufficient.

Approval

The President determines if the expense is authorized or obtains authorization from the Executive Committee (see above). If the expense is not authorized, the President returns the Payment Request Form to the requestor with an explanation. If the expense is authorized, the President signs and dates the Payment Request Form and forwards the form and all documentation to the Treasurer for payment. To expedite payment, a copy of the signed form and documentation is sent to the Treasurer and original documents are sent via US mail.

Payment

The Treasurer makes all approved payments in a timely manner. The Treasurer pays bills from the Ohio Health Sciences Library Association accounts by check or debit card. In no case will cash be used for payments. The procedure for making payment follows:

1. Receive the copy of the Payment Request Form from President.
2. Verify that all required information is included. If necessary, contact the President and/or requestor to obtain required information.
3. Enter the payment in the Accounts Ledger. Assign the payment an Item number. Add the payment to the appropriate Expense Account. Deduct the payment from the checking or credit card account, as appropriate.
4. Write the date, Item number, and Expense Account number, and the amount paid on the copy of the Payment Request Form.
5. Make the payment.
 - a. Check: write the Item number and Expense Account number on the check; write the check number on the copy of the Payment Request Form; enter the check in the checkbook register.
 - b. Credit card: attach the payment confirmation receipt to the copy of the Payment Request Form; enter the payment in the credit card register.
6. File the copy of the Payment Request Form.
7. Receive the original Payment Request Form and documentation from the President. File with the copy of the Payment Request Form.



Payment Request Form

Description (This must include sufficient information for the President to determine if the expense is authorized and for the Treasurer to determine which account should be debited.)

Total Amount Payable: _____

Payee: _____

Method of Payment (This must include sufficient information for the Treasurer to determine how to make the payment. For example, an address to which a check should be mailed, a web address for online payment, a telephone number for a hotel or business.)

Requestor Name: _____

Requestor Signature: _____ Date: _____

Documentation must include sufficient information to prove the total amount of the payment. Allowable documentation includes invoices, receipts, not-to-exceed estimates, and vendor quotes. In all cases, the President determines if documentation is sufficient.

President's Signature: _____ Date: _____

Payment Date: _____ Item: _____ Account: _____

Method: _____



DOCUMENT RETENTION SCHEDULE
OHIO HEALTH SCIENCES LIBRARY ASSOCIATION

Category/Title	Retention Time	Category Description/Examples
Accounting/Banking	3 years	Bank Statements/Deposit Slips
Budget Reports	3 years	Budget Reports
Contracts	3 years	Copies of Final Execution of Contracts
Expenses/Receipts	3 years	Receipts/Speaker Expenses/Other Meeting Expenses
Membership Documents	3 years	Membership Invoices & Payments/Meeting Registrations
Governance — Board/General	Permanent/Indefinite	Business Meeting Minutes/Executive Committee Meeting Minutes/Roster of Officers & Committee Members (current & past office holders)
Meeting Documents	Permanent/Indefinite	Executive Committee & General Meeting Agendas/ Speaker Handouts
Organizational Documents	Permanent/Indefinite	Organizational records/Bylaws (most recent)/History of Organization
Public Relations/ Marketing Materials	Permanent/Indefinite	One copy of each Announcement/Newsletter/Press Release
Survey Results	Permanent/indefinite	Results of each conducted survey
Website	Permanent/indefinite	Screenshots of all pages of website (use Wayback Machine when pages are unavailable)

Notes:

- Adherence to this retention policy is the responsibility of the OHSLA Archivist.
- Every three years, OHSLA Archivist needs to download all new documents listed on this schedule to DVD. The DVD should be deposited in the Ohio State University Medical Heritage Center.
- Keep documents as PDF digital format whenever possible.
- Websites are not considered Archives.
- The Ohio State University Medical Heritage Center is the repository for all paper documents and physical objects of OHSLA.

Prepared by Noreen Mulcahy
09-12-16
04-11-17 Revised