

TO: NAHRS Executive Committee and Committee Chairs

FROM: Jody Guenther, NAHRS, Chair

RE: NAHRS Section Policy and Procedure Manual

This manual is an attempt to place on paper all of the procedures, time lines and responsibilities of the Section and it's members, so that we will have a continuing source of information for new chairs and officers. I am sure there are oversights that would only be noticed by those of you who are doing or have done these jobs making your response vital to the success of the project.

Created 1/1994

Updated 6/1995

Updated 6/1996

Updated 4/1997

Updated 3/98

Updated 4/99

Updated 5/2001

Updated 5/2000

TO: NAHRS Officers and Committee Chairs

FROM:

DATE:

RE: Nursing and Allied Health Resources Section Manual

Enclosed, please find your manual for the year 2001/2002. As you look through it, you will see pages that have boxes designated "Insert here." You will receive these inserts at the annual meeting and during the year. File the rosters you receive in section. When objectives have been completed and the strategic plan has been completed, you will file those items in sections and respectively. I will bring copies of these policies with me to the business meeting; you can insert them in section at that time. The appendices at the back of the manual contain examples of reports and forms that are used by the section.

Please look over the manual and familiarize yourself with it. If you see changes that need to be made, you can let me know when we meet. During the year, if procedures change or if committee charges change, notify the person who will update the manual with these changes for the next year's Executive Board.

You will find that the manual is easy to use if you place it in a 3-ring binder and attach divider tabs at the beginning of each section.

**NURSING AND ALLIED HEALTH RESOURCES SECTION
of the Medical Library Association
SECTION MANUAL**

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NURSING AND ALLIED HEALTH RESOURCES SECTION
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INTRODUCTION

This manual is intended to serve Executive Board members and, as needed section committee members, as a working guide to the policies and procedures of the section.

It should be used in concert with the MLA Manual for Section Chairs, annual meeting planning communications, the MLA Finance Manual, and other appropriate MLA documents. The Immediate Past Chair is responsible for maintaining and distributing the manual, as it serves as an important orientation and reference tool for incoming and current officers and committee chairs.

Officers and committee chairs are responsible for notifying the Immediate Past Section Chair during the year if changes should be made in the manual.

During any year, these policies and procedures, except when mandated by the Bylaws, may be changed by the Chair and/or Executive Board.

This manual was first written by Jody Guenther in 1993, and revised as follows:

Jody Guenther, 1994-95, Ellen Hall, 1995-96, Ellen Hall, 1996-97, Ysabel Bertolucci, 1997-98; Ysabel Bertolucci 1998-99; Judy Burham 1999-2000; Jeanne Gittings, 2000-2001.

It is suggested that tabs be inserted to divide the major sections of the manual for ease of use.

Updated: YRB 3/98
Updated: YRB 3/99
Updated: JFB 5/00

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2. CALENDAR

INSERT HERE

Section Calendar prepared by Chair-elect/Chair for association year as Chair.

Created: JTG 1/94

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3. BYLAWS

**INSERT
HERE**

Section Bylaws

Created: JTG 1/94

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4. OFFICERS

4.A CHAIR

For authority, see NAHRS Bylaws, Article IV, Sec. 2, Para. A.

Annual Meeting:

- 4.A.1 Accept gavel from outgoing Chair.**
- 4.A.2 Thank this year's officers and members who worked on behalf of the Section.**
- 4.A.3 Entertain motion for adjournment.**
- 4.A.4 Hold Executive Board Meeting (with old and new members) prior to the end of the MLA Annual Meeting**
 - * to organize committees**
 - * to chart the course for the coming year**
 - * to act on any business arising since the first Executive Board meeting.**

Within two to three weeks after annual meeting:

- 4.A.5 Submit list of new officers, Committee Chairs, and nominee for the MLA Nominating Committee to MLA Headquarters.**
- 4.A.6 Distribute calendar for the year to Committee Chairs and officers.**
- 4.A.7 Communicate with whole Executive Board to assure that the year begins quickly.**
- 4.A.8 Receive committee and officer objectives by designated date.**
- 4.A.9 Submit NAHRS Annual Objectives to Section Council by date designated with copies to Executive Board.**
- 4.A.10 Inform committee chairs of any actions taken by Executive Board that affect their Committees.**
- 4.A.11 Prepare revised calendar with deadlines for year, if revisions are**

necessary.

August

- 4.A.12 Remind Executive Board about Midwinter Report to MLA Headquarters, with copies to Section Council Chair and Executive Board.**
- 4.A.13 Check with Newsletter editor for submission dates for the newsletter and communicate those dates to the Executive Board.**

October/November

4.A.14 Submit Section Midwinter Report to MLA Headquarters, with copies to Section Council Chair and Executive Board.

November

4.A.15 Act on any committee resolutions contained in midwinter reports.

4.A.16 Assure that NAHRS Budget is approved for coming year.

January

4.A.17 Begin organizing business and executive meetings at MLA annual meeting

4.A.18 Remind Executive Board of Annual Report due dates which are established by MLA Headquarters.

4.A.19 Schedule business and Executive Board meetings for annual meeting. Ask program chair to schedule along with the program meetings.

February/March

4.A.21 Submit Annual Report for Section to MLA Headquarters with copies to Section Council Chair and Executive Board

4.A.22 Prepare draft agenda items for Executive Board meeting and finalize meeting schedule.

4.A.23 Submit "Message from Chair" and committee meeting schedule to section Newsletter editor.

April

4.A.24 Invite new Officers and Committee Chairs to attend all Executive Board meetings at annual meeting.

4.A.25 Finalize agenda items for Annual meeting and Executive Board meeting.

4.A.26 Submit Declaration of Section Compliance Form by designated date in years that form is required.

May

4.A.27 Assure that orientation of new officers and committee chairs takes place.

4.A.28 Attend Section Council Meetings, in absence of Section Council Representative.

4.A.29 If possible, Chair, Chair-elect, Past Chair, and Chair-elect-elect should meet during the MLA meeting.

4.A.30 Preside at all meetings of the Section and Executive Board.

4.A.31 Turn over files to new NAHRS Chair.

4.A.32 Write appropriate thank yous.

4.B CHAIR-ELECT

For authority, see NARHS Bylaws, Article IV, Sect. 2., Para. B.

4.B.1 In absence of NAHRS Chair, act for that officer.

4.B.2 Serve as Chair of Program Committee and appoint members to the committee to plan the annual meeting program.

4.B.3 Send a new roster to NAHRS Chair.

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- 4.B.4** Submit midwinter and annual reports to NAHRS Chair by due dates.
- 4.B.5** Prepare draft agenda items for planning meeting (4.A.4) and notify incoming and outgoing officers and committee chairs.

4.C. PAST CHAIR

- 4.C.1** Serve as Chair of the Nominating Committee and appoint its members. Solicit nominations for office in the August newsletter.
 - 4.C.1.1** Contact possible candidates for their willingness to run for office.
 - 4.C.1.2** Send letter to candidates, confirming the nomination, thanking them or willingness to run, and requesting "camera-ready" biographical information.
 - 4.C.1.3** Submit list of candidates and biographical information forms to NAHRS Chair in December.
 - 4.C.1.4** Conduct election by mailed ballot. Call or write each candidate to inform of results.
 - 4.C.1.5** Send a copy of the MLA Nominating Committee nominee's vita to the Section council representative as soon as the election is held so the representative can submit 24 copies to Council members for a vote at the annual meeting
- 4.C.2** Monitor the Strategic Plan.
- 4.C.3** Assure that the Section Policies and Procedures Manual is maintained, updated, and distributed to officers and committee chairs.
- 4.C.4** Submit midwinter and annual reports to NAHRS Chair by due dates.

4.D/E SECRETARY/TREASURER

For authority, see NAHRS Bylaws Article IV, Sec. 2., Para. C. The Association year is June - May. Term of office begins after the business meeting of the election year.

- 4.D/E.1** Secretary. Maintain records of the Section. Forwards copy of "Section Membership Statistics" and "Bi-Annual Dues Remittance Report"(Section membership names, addresses, etc.) sent from MLA Headquarters to Section Membership Chair.
- 4.D/E.2** Secretary. Attends MLA Annual Meeting and take minutes of both the NAHRS Executive Board meeting and Business meeting for the years they are in office.
- 4.D/E.3** Secretary. Submit draft of minutes of the Executive meeting and the Business meeting for approval by the Chair and Executive Board, within one month of the annual meeting. At the next MLA annual meeting distribute copies of minutes at the Executive meeting and the Business meeting.
- 4.D/E.4** Treasurer. Maintains all the financial records of the Section. Follows MLA's "Section Finance Manual" regarding administrative and fiscal policies. (Note: Refer to this manual, as these policies are not referred to

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below). The Director of Financial and Administrative Services at MLA Headquarters can assist with questions.

4.D/E.5 Treasurer. Responsible for receipt and disbursement of all Section funds.

4.D/E.5.1 Responsible for updating bank documents required to add or change signers on the NAHRS checking account. Suggested other signers are Chair and / or Chair-Elect.

4.D/E.6 Treasurer. Discuss with NAHRS Chair all requested expenditures for approval .

4.D/E.6.1 Reimburses NAHRS Executive Board members(Past Chair/Section Council Representative; Chair; Program Chair/Chair Elect; Secretary; and Treasurer for one night's stay when required for the conduct of official MLA/NAHRS business at the MLA annual conference. Amount shall not exceed the cost of a single room rate at the official conference hotel.

4.D/E.7 Treasurer. Attends MLA Annual Meeting for Section Treasurers.

4.D/E.8 Treasurer. Complete Annual Financial Statement for January 1 to December 31 of the previous year.

4.D/E.9 Treasurer. Submits reports(usually annual) to the NAHRS Chair as requested.

4.F. SECTION COUNCIL REPRESENTATIVE

For authority, see NAHRS Bylaws, Article IV, Sect. 2., para. D.

4.F.1 Responsible for communicating the current business of the Section Council to the Executive Committee at least twice a year and for notifying NAHRS Chair of matters of concern when appropriate.

4.F.2 Submit biographical information and agreement form for NAHRS Nominee to MLA Nominating Committee to Section Council Elections Committee before annual meeting.

4.F.3 Notify NAHRS Chair of inability to attend any Section Council Meetings.

4.F.4 Attend Section Council meetings at annual meeting.

4.F.5 Carry out duties as defined by Section Council.

4.F.6 Notify NAHRS Chair of inability to attend any Section Council meetings.

4.F.7 Submit midwinter and annual reports to NAHRS Section Chair by due date.

4.G NOMINEE TO THE MLA NOMINATING COMMITTEE

4.G.1 Complete biographical information form and written agreement to serve, and submit to Section Council Representative for use in Section Council elections before MLA annual meeting.

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- 4.G.2 If elected by Section Council, become a candidate on the national ballot and respond to requests from Headquarters.**
- 4.G.3 If elected by national ballot, serve on MLA Nominating Committee and attend meetings at Annual Meeting.**
- 4.G.4 Maintain an awareness of the interests and concerns of the NAHRS Section.**

Created: JTG 1/94

Updated: EFH 4/97 ; YRB 4/99; JAG 5/01

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5. COMMITTEES

For authority, see NAHRS Bylaws, Article VII.

5.A.1 NAHRS Section Chair shall appoint chair and members for any new committees established during the year. The Committee chair and members, in conjunction with the Section Chair, will develop the committee charge and goals and objectives.

5.A.2 Nominating Committee members shall be appointed by the Immediate Past Chair.

5.B DUTIES OF INDIVIDUAL COMMITTEE CHAIRS

5.B.1 Assure appropriate transition occurs between new and old committees at Annual Meeting.

5.B.2 Communicate regularly with committee members as appropriate, copying NAHRS Chair on all correspondence. These communications should include:

Committee calendar

Committee objectives

Midwinter and annual reports

5.B.3 Submit committee objectives by due date.

5.B.4 Submit midwinter and annual reports to NAHRS Chair by due dates.

5.B.5 Provide input to NAHRS Chair-elect on new Committee members/replacements as requested.

5.B.6 Submit agenda items for Executive Board meetings to NAHRS Chair.

5.B.7 Attend Executive Board meetings at MLA Annual Meeting.

5.B.8 Submit articles to Section Newsletter Editor as appropriate.

5.B.9 Transfer files to new Committee Chair at end of term.

5.C STANDING COMMITTEES:

Executive Board

Government Relations Committee

Membership Committee

Nominating/Election Committee

Program Committee

5.D APPOINTED COMMITTEES:

Honors Committee

Archives Committee

Bylaws Committee

Newsletter Committee

Strategic Planning Committee

Task Force for Celebrations/NAHRS Anniversary/MLA Centennial

WWW Committee

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5. COMMITTEE CHARGES

Committee Name: Executive Board

Category: Standing

Charge: Acts for the NAHRS Section and makes decisions on matters which require action before the next annual meeting of the section or on matters that have been specifically delegated by the membership to the Executive Board.

Reviews the progress of NAHRS committees and their committee charges.

Confirms ad-hoc committee charges and appointments by the Section Chair.

Meets at the annual meeting.

Members: Chair
Chair Elect
Immediate Past Chair
Secretary/Treasurer
Section Council Representative
Section Council Alternate
Nominee to MLA Nominating Committee
Committee Chairs

Created: JTG 1/94

Updated: EFH 4/97; YRB 3/98

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6. COMMITTEE CHARGES

Committee Name: Government Relations Liaison

Category: Standing

Charge: Serves as a monitoring and communication group on information policy issues relative to nursing and allied health librarianship and libraries and on government actions affecting these groups and their libraries.

Alerts Section members to relevant information via the Section's newsletter, special communications such as electronic mail.

The committee chair serves as liaison to the Association's Governmental Relations Committee.

Reports: Two reports of activities are to be submitted to the Section Chair, a Midwinter Report and an Annual Report, upon dates set by the Section Chair.

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Updated: EFH 4/97; YRB 3/98; JAG 5/01

6. COMMITTEE CHARGES

Committee Name: Membership

Category: Standing

Charge: Promotes membership in the Medical Library Association.

Seeks to increase NAHRS membership by targeting librarians serving nursing and allied health professionals in academic and clinical settings.

Recommends to the Executive Board concerns and expectations of the membership committee.

Provide a directory of NAHRS members once every two years.

Reports: Two reports of activities are to be submitted to the Section Chair, a Midwinter Report and an Annual Report, upon dates set by the Section Chair.

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Created: JTG 8/93

Updated: EFH 4/97; YRB 3/98

6. COMMITTEE CHARGES

Committee Name: Nominating

Category: Standing

Charge: Develops a slate of candidates for offices to be vacated at the end of the Past Chair's term:

Chair Elect	Elected annually (2 candidates)
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Secretary/ Treasurer	Elected every 2 years (2 candidates)
---------------------------------	-------------------------------------------------

Section Council Representative-Elect	Elected every 3 years (2 candidates)
-------------------------------------------------	-------------------------------------------------

Section Candidate to the MLA Nominating Committee	Elected annually (2 candidates)
----------------------------------------------------------------------	--------------------------------------------

Solicit nominations for office in the August newsletter.

Contact possible candidates for their willingness to run for office.

Submit list of candidates and biographical information forms to NAHRS Chair in December.

Send letter to candidates, confirming the nomination, thanking them or willingness to run, and requesting "camera-ready" biographical information.

Prepare the official ballot. Conduct election by mailed ballot.

Communicates the election results to candidates, Executive Board and NAHRS membership via personal contact or the newsletter.

Send a copy of the MLA Nominating Committee nominee's vita to the Section council representative as soon as the election is held

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**so the representative can submit 24 copies to Council members
for a vote at the annual meeting**

**Chair of the committee will be the immediate Past Chair, who will
appoint Committee members.**

Reports:

**Two reports of activities are to be submitted to the Section Chair,
a Midwinter Report and an Annual Report, upon dates set by the
Section Chair.**

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Created: JTG 1/94

Updated: EFH 4/94; YRB 4/98; JFB 5/00

6. COMMITTEE CHARGES

Committee Name: Program

Category: Standing

Charge: Develops and organizes an educational program and/or invited papers session to be presented in conjunction with the Annual Meeting.

Investigates and takes advantage of potential for cooperative programming with other association sections or committees in the developing and offering of education to the membership.

The Chair Elect chairs the program committee and serves as liaison to the MLA National program committee for Section invited papers or contributed paper sessions.

Schedules audiovisual equipment and room arrangement for the program at the Annual Meeting.

Reports: Two reports are to be submitted to the Section Chair, a Midwinter Report and an Annual Report, upon dates set by the Section Chair.

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6. COMMITTEE CHARGES

Committee Name: Archives

Category: Appointed

Charge: Collects material related to the history and business of the NAHRS Section including minutes, newsletters, membership lists, annual reports and memorabilia.

Obtains and holds one copy of the NAHRS program audio tapes from each annual meeting program that are available for circulation to NAHRS members.

Preserves material through proper storage and handling.

Collaborates with outside entities to provide a permanent home for the Section archival material.

Reports: Two reports of activities are to be submitted to the Section Chair, a Midwinter Report and an Annual Report, upon dates set by the Section Chair.

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Updated: EFH 4/97; YRB 3/98

6. COMMITTEE CHARGES

Committee Name: Bylaws

Category: Appointed

Charge: Continually reviews the Bylaws and recommends to the NAHRS Executive Committee changes needed to permit the Section to function effectively within the Medical Library Association.

Submits the proposed Bylaws changes to the MLA Bylaws committee for comment. After the Section Executive Board has approved Bylaws changes, the NAHRS Bylaws Committee shall prepare a statement containing the specific changes which shall be presented to the membership for its vote at the Section Annual meeting.

Maintains an accurate copy of the Section's Bylaws and has amendments or revisions examined and approved by the MLA Bylaws Committee.

Reports: Two reports of activities are to be submitted to the Section Chair, a Midwinter Report and an Annual Report, upon dates set by the Section Chair.

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6. COMMITTEE CHARGES

Committee Name: Honors

Category: Appointed

Charge: Identifies and rewards professional achievement of an active Section Member for outstanding leadership, achievement, commitment to the objectives of the Section, and service to nursing and allied health professionals (Attachment 1, NAHRS Awards). Also identifies Section Members who may be eligible for MLA awards and works with the Executive Board to make nominations when appropriate.

Duties: June

- Honors Chair writes thank you letters to Honors Committee members.

July

- Reviews committee charge, awards descriptions, and policies and procedures.
- Recommends proposed changes to Executive Board.

August

- Updates awards information on Section website if necessary.

September-November

- Places multiple calls for nominations using:
 - NAHRS communication tools, such as the general and Executive Board email lists, newsletter, and website.
 - MLA communication tools, such as *MLA News*, MLA Direct, MEDLIB-L, chapter email lists, other section email lists.

December

- Nominations due to the Honors Chair by December 1.
- Honors Chair forwards all nomination packets to Committee members by December 8.
- Reviews nominations from NAHRS members (due to the Honors Committee Chair December 1).
 - Each committee member ranks nominations and sends rankings to Chair.
 - Chair cumulates tallies and determines final ranking of nominations.

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- Keeps confidential all nominations and supporting documents.

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January

- Ranks nominations and forwards packets and recommendations to Executive Board by January 10th.
- Reviews retirement notifications received since the previous annual meeting.
 - Forward retirement notifications to the Executive Board by January 10th.
 - Recommends whether any retirees should receive special acknowledgements at the annual meeting.

February

- Executive Board approves award recipients by February 15th.
- Honors Chair orders inscribed plaque for NAHRS Award for Professional Excellence recipient:

Morrison O'Hara (Reference #XXXXXX)

<http://www.mohara.com/>

705 Del Paso Rd

Suite H Sacramento

CA 95834

Phone: 510-525-0700

Fax: 510-525-2668

Email: sales.morrisonohara@gmail.com

- Honors Chair requests \$100 check(s) for NAHRS Award for Professional Excellence recipient(s).
- Executive Board decides whether to provide special acknowledgement to selected retirees by February 15th.

March

- Honors Chair notifies award recipient(s) by March 1st.
- Section Chair provides award recipient name(s) to Section Council Chair by March 1 (deadline set annually by Section Council).

April

- Honors Chair verifies whether award recipient(s) plan to attend annual meeting (ships plaque if necessary).
- Honors Chair makes arrangements with Program Chair / Chair Elect for award ceremony during Business Meeting.

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May

- Presents NAHRS awards at NAHRS annual meeting.
 - Presents plaque, corsage or boutonniere, and \$100 check to NAHRS Award for Professional Excellence recipient(s).
 - Recognizes retiring member(s) and presents special acknowledgements to selected retiring members.
- Sends out news releases at the annual meeting.
- Submits an article to the *NAHRS Newsletter* describing award recipient(s) and retiree(s).
- Submits an entry to *MLA News*.
- Notifies Section Web Committee of new award recipient describing award recipient(s) and retiree(s).
- Sends a letter to each award recipient's institution.
- Destroys records regarding any unsuccessful nominations.
- Honors Chair contacts authors of unsuccessful nominations to encourage them to resubmit in the future.

Ongoing

- Honors Chair participates on Executive Board.
- Honors Chair answers questions from NAHRS membership.

Forms Used:

Award for Professional Excellence Nomination

Reports:

Two reports of activities are to be submitted to the Section Chair, a Midwinter Report and an Annual Report, upon dates set by the Section Chair.

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Updated: EFH 4/97; YRB 3/98; DAN 8/10

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6. COMMITTEE CHARGES

Committee Name: Newsletter

Category: Appointed

Charge: Prepares, edits, prints and distributes the Section newsletter quarterly.

Develops and updates as necessary the Section newsletter's statement of purpose, objectives, publication guidelines, policies and budget.

Develops guidelines to promote writing and publication by members for the newsletter.

Promotes education of the membership thru the newsletter.

Provides information about activities at the annual meeting for members who are unable to attend.

Provides a communication source about Section activities for the members which allows them to participate in the Section's business.

Distributes newsletters to the membership.

Identifies advertising sponsors.

Reports: Two reports of activities are to be submitted to the Section Chair, a Midwinter Report and an Annual Report, upon dates set by the Section Chair.

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6. COMMITTEE CHARGES

Committee Name: Strategic Planning

Category: Appointed

Charge: Uses MLA Section goals and objectives to review and update the section strategic plan so that section activities line up with those of the national organization.

Identifies measurement indicators that have not been addressed and creates a plan of action to fulfill those plans.

Updates document to reflect activities that have been completed to reflect and new goals to be implemented.

Chair of the Committee will be the immediate Past Chair.

Reports: Two reports of activities are to be submitted to the Section Chair, a Midwinter Report and an Annual Report, upon dates set by the Section Chair.

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7. COMMITTEE ROSTERS

Standing

**Executive Committee
Government Relations Liaison
Membership Committee
Nominating Committee
Program Committee**

Appointed Committees

**Honors Committee
Archives Committee
Bylaws Committee
Newsletter Committee
Research Committee
Strategic Planning Committee
Web Page Committee**

Ad Hoc Committees and/or Task Forces

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Updated: EFH 4/97; YRB 3/98; JAG 5/01

8. NAHRS GOALS AND OBJECTIVES

- 8.A** Objectives for the coming year should be a "new business" item on the agenda at the Executive Board meeting at the Annual Meeting.
- 8.B** All officers and committee chairs shall submit annual objectives to the Chair by the deadline.
(Appendix C)
- 8.C** A composite of these is submitted by the Section Chair to the Section Council Chair by the due date.
- 8.D** Identification of progress on the objectives should serve as the basis for midwinter and annual reports.
- 8.E** Annual objectives for the Section should further the goals identified in the Strategic Plan.

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Created: JTG 1/94

Updated: EFH 5/97; YRB 3/98

9. NAHRS SECTION STRATEGIC PLAN

Member responsive strategic planning process has been going on in NAHRS since 1985. The current strategic planning process started in 1990. A task force was appointed and the plan finalized in 1992, was the product of two years of work.

- 9.A The Immediate Past Chair has the duty to monitor the plan.**

- 9.B The Chair reminds Committee Chairs of their duty to implement sections of the plan.**

- 9.C When most of the tasks outlined in the Strategic Plan have been completed or eliminated, a new Strategic Plan will need to be outlined.**

- 9.D Voting members of the Executive Board, will request that the Strategic Planning Committee work on updating the Section's Plan**

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Created: JTG 1/94

Updated: EFH 5/97; YRB 3/98

**Committee Chair's
Guidelines for Monitoring Strategic Plan**

- 9.1. Section Chair sends Section objectives to the Strategic Planning Committee Chair.**
- 9.2. Section Chair reviews Section objectives and reviews Strategic Plan. Identifies Plan objectives, strategies, and measurement indicators that have not been addressed in Committee or Section objectives.**
- 9.3. Section Chair notifies Strategic Planning Chair of objectives in need of further planning or action by Section and Committees. Committee chairs are notified of deficiencies in their areas of concern and are asked to address these issues.**
- 9.4. Section Chair reviews reports, committee communications, and Strategic Plan in order to identify if Plan objectives, strategies, and measurement indicators are: 1) on target, or 2) in need of further attention.**
- 9.5. Section Chair notifies Executive Board of actions needed.**
- 9.6. Strategic plan actions and revisions are forwarded to the Committee Chair who incorporates them into the ongoing document. Noting those activities that have been completed and new goals to be implemented.**
- 9.7. Section Chair presents final status of the Strategic Plan for the previous year to Executive Board at the annual meeting where decisions will be made and actions taken on the Strategic Plan.**

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10. MIDWINTER AND ANNUAL REPORTS

- 10.A. Semi-annual and annual reports are due from all Officers and Committee Chairs by the date specified by the NAHRS Chair, approximately October 1 and March 1.**
- 10.B Format is that used by MLA for its reporting process.**
- 10.C Chair compiles Section report and submits original to MLA Headquarters with copies to Section Council Chair and Executive Board. Abstracts of these reports may be submitted to the Section Newsletter for publication.**

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11. ANNUAL MEETING SCHEDULE, AGENDAS, AND MINUTES

**INSERT
HERE**

Annual Meeting Schedule

Agendas

Section Business Meeting

First Executive Board Meeting

Second Executive Board Meeting

Individual Committee Annual Meeting

Minutes

Section Business Meeting

First Executive Board Meeting

Second Executive Board Meeting

Individual Committee Annual Meeting

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Guidelines for Annual Meeting

- 11.A. Executive Board Meetings:**
The NAHRS Chair elect submits to the MLA Planners a request for Executive meetings, indicating room requirements and set-up.
- 11.A.1** Normally two meetings of the Executive Board are held during the Annual Meeting, one prior to the NAHRS Business Meeting, chaired by the current Chair, and one after the Business Meeting, chaired by the incoming Chair.
- 11.A.2** Incoming and outgoing members of the Executive Board should attend the first meeting; both may also attend the second, if desired.
- 11.A.3** Two - three hours should normally be scheduled for meetings.
- 11.A.4** Annual reports, distributed by the NAHRS Chair prior to the meeting should serve as the basis of information. Officers and Chairs should update the reports as well as bring action items for vote by the Executive Board.
- 11.B. Annual Business Meeting**
- 11.B.1** The NAHRS Chair will appoint a parliamentarian to serve for the Business Meeting, if necessary. (This may be the Chair of the Bylaws Committee.)
- 11.B.2** At least 30 - 45 minutes should be allocated at the Annual Meeting for the Section Business Meeting.
- 11.B.3** Printed agenda should be distributed to those in attendance.
- 11.B.4** The Executive Board should be seated on the stage or at a table near the podium to facilitate presentation of reports to the membership.

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12. APPENDICES

Examples of forms are arranged in approximate order of use during the Association year.

12.A. Section Information for MLA Directory

12.B. NAHRS New Member Welcome Letters

12.C. Committee Interest Form

12.D. Committee Appointment and Thank You Letters
Committee Chair
Committee Member
Officer

12.E. Election Forms and Timeline:
Nominating Committee Guidelines
Timeline
Newsletter Items Soliciting Nominees
Ballot Information
Ballot
Letters of Appointment or Non-appointment
Sample Announcements of Election Results
Annual Meeting Report

12.F. Midwinter and Annual Section and Committee Reports
Sample: Section Midwinter Report

12.G. Section Council Information

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12.E

Attachment #1 Sample of letter of appointment

Dear

As Chair of this year's Nominating Committee for the Nursing & Allied Health Resources Section of the Medical Library Association, it is my pleasure to appoint you to the Committee. I am particularly pleased because of the knowledge you have of the Section and of its membership.

Thank you for agreeing to serve. It will be a pleasure working with you.

Sincerely,

**Jody Guenther, Ph.D.
Chair, NAHRS/MLA Nominating Committee**

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13. MAILINGS FROM THE CHAIR

Insert here

Mailings from the Chair