



## **HEALTH LIBRARIES ASSOCIATION OF BRITISH COLUMBIA EXECUTIVE POSITION DESCRIPTIONS**

### **HLABC Executive**

- President
- Vice-President / President-Elect
- Past-President
- Secretary
- Treasurer / Membership Coordinator

### **HLABC Committees / Adjunct Positions**

- HLABC Web Site Coordinator
- HLABC Listserv Coordinator
- HLABC Forum Coordinator
  - Forum Layout Designer
  - Forum Guest Editor



## HLABC PRESIDENT

### Duties and Responsibilities:

- As chief executive officer of the organization, the President assists in advancing the goals and objectives of the Association.
- Schedules meetings, sets agendas, and presides over all meetings of the Executive, General and Annual General meetings
- Reports Executive activities and decisions to membership, including President's Message in HLABC Forum newsletter and presentation of written Annual Report at the end of the term as President
- With Treasurer, approves payment of bills throughout the year
- In cases requiring immediate action, polls members of the Executive without convening to reach a majority vote on a given issue. Such a poll shall constitute a meeting and the President shall, upon its completion, notify the Secretary in writing as to the nature of the poll and its results. E-mail messages constituting the meeting shall suffice for this purpose.
- Acts for, or in behalf of, the Executive between Executive meetings
- The President, with input and approval of the Executive, appoints all Chairs and members to HLABC Committees
- Has authority to remove from office any appointee who has been found not discharging his or her duties as stated in the Bylaws or as described in position description, after consultation with the Executive
- Serves as ex-officio member of all Committees. Receives reports from Committee Coordinators and Adjunct Position holders
- Declares the election of Executive officers
- Serves as HLABC representative and provides an annual review of HLABC activities at CHLA chapter meetings
- Responds to inquiries from members and non-members regarding Association interests and activities
- Conducts such correspondence as may be required for the Association and keeps an official file of correspondence to be deposited in the archives upon completion of the President's term of office
- Provides storage for Association archives
- Performs such other duties as may be required

**Membership**

The President is expected to pay annual dues promptly and to remain an HLABC and CHLA member in good standing.

**Attendance**

The President is expected to attend and preside over all Executive, General and Annual Meetings and to attend the majority of HLABC events throughout the year.

**Length of term**

- The President serves for one year, immediately following a term as Vice-President
- Assumes the duties of President immediately following the Annual General Meeting
- Serves as Past-President, immediately upon completing term as President



## **HLABC VICE-PRESIDENT / PRESIDENT-ELECT**

### **Duties and Responsibilities:**

- Carries out the duties of the President during the President's absence
- Serves as Chair of the Nominations Committee
- Is responsible for administrative functions of the Association as required

### **Membership**

The Vice-President is expected to pay annual dues promptly and to remain an HLABC and CHLA member in good standing.

### **Attendance**

The Vice-President is expected to attend all Executive, General and Annual meetings and to attend the majority of HLABC events throughout the year.

### **Length of term**

- The Vice-President serves for one year and then, immediately following that term, serves as President.
- Assumes the duties of office immediately following the Annual General Meeting



## **HLABC PAST PRESIDENT**

### **Duties and Responsibilities:**

- Provides orientation for incoming President as soon as possible, following Annual General Meeting
- Serves in an advisory capacity to the current President and Executive
- Oversees documents and deposits for HLABC archives
- Coordinates and oversees special projects

### **Membership**

The Past-President is expected to pay annual dues promptly and to remain an HLABC and CHLA member in good standing.

### **Attendance**

The Past-President is expected to attend Executive, General and Annual meetings and to attend the majority of HLABC events throughout the year.

### **Length of Term**

- The Past-President serves for one year, immediately following a term as President.
- Assumes the duties of office immediately following the Annual General Meeting.



## **HLABC SECRETARY**

### **Duties and Responsibilities:**

- The Secretary is responsible for keeping minutes at the Executive, General and Annual meetings and other meetings as called by the President.
- Distributes draft minutes for review to the Executive (and general membership when deemed necessary) in a timely fashion, preferably within two weeks of meetings, and promptly provides final version of minutes.
- The Secretary may be asked by President to assist with meeting agendas, mailings, phone calls, emails, and other correspondence as needed by the President.
- The Secretary may also be asked to support tasks of the Executive as requested by the President.

### **Membership**

The Secretary is expected to pay annual dues promptly and to remain an HLABC and CHLA member in good standing.

### **Attendance**

- The Secretary is expected to attend all Executive, General and Annual meetings and to attend the majority of HLABC events throughout the year.

### **Length of Term**

- The Secretary serves for one a minimum of one year.
- Assumes the duties of office immediately following the Annual General Meeting.



## **HLABC TREASURER / MEMBERSHIP COORDINATOR**

### **Duties and Responsibilities:**

- Maintains the financial ledger by entering all financial transactions (revenue and expenses) in paper format, suitable for potential audit. (Membership dues and CE fees entries should include first and last names for tracking purposes.)
- Sends renewal notices over the listserv and follow up with late renewers.
- Receives membership dues from members. Deposits cheques and writes receipts, which are promptly sent to the paying member. (The receipts are an important tracking tool for our members and for our paperwork. Receipt information should match what is in the financial ledger and the bank statements.)
- Processes and pays invoices for Association expenses. Keeps copies and paperwork for all expenses, with cheque numbers noted, in case we need to trace payments.
- Collects registration payment for CE workshops and writes receipts.
- Continually updates the Membership Directory as new members are added and when current members' contact information changes. Maintains an electronic record of the directory either in MS Word or Excel, which will be passed on to the next Treasurer. Publishes Directory by September 1 each year. E-mails Directory as an attachment to both the Web Coordinator and the Listserv Coordinator and e-mails listserv that the new Directory is available.
- Works with HLABC Listserv Coordinator to ensure the listserv members are the same as the association members. Notifies Listserv Coordinator if new members join the association and provides their email addresses so they can be added to the listserv. Asks Listserv Coordinator to remove from the listserv email addresses of people who have not renewed after a specified date.
- Reports to each executive meeting and general meeting, including current financial breakdown, number of paid memberships, number and names of new members. This same information shall be published with each issue of the Forum.
- Provides a detailed year-end report in the same format as previous years, to be distributed to all members at the AGM.
- Completes and sends the Society Act Form to the BC government within 6 weeks after the AGM. (Executive contact information in this form should be for the year the most recent AGM was held.)

### **Membership**

The Treasurer/Membership Coordinator is expected to pay annual dues promptly and to remain an HLABC and CHLA member in good standing.

**Attendance**

The Treasurer/Membership Coordinator is expected to attend all Executive, General and Annual meetings and to attend the majority of HLABC events throughout the year.

**Length of Term**

- The Treasurer/Membership Coordinator serves for one a minimum of one year.
- Assumes the duties of office immediately following the Annual General Meeting.



## **ADJUNCT POSITIONS / COMMITTEES**

### **HLABC WEB COORDINATOR**

#### **Duties and Responsibilities:**

- Provides current HLABC members with access to members-only portion of HLABC website. Works with Membership Coordinator to encourage non-members to reapply for membership.
- Updates website content
- Uploads website files
- Co-ordinates payment for annual domain registration
- Contacts web designer on an as-needed basis
- Receives Membership Directory from Treasurer/Membership Coordinator, in September and updates throughout the year. Posts to HLABC website.

#### **Reporting**

Reports to President

#### **Membership**

The Web Coordinator is expected to pay annual dues promptly and to remain an HLABC member in good standing.

#### **Attendance**

- The Web Coordinator is encouraged, but not required, to attend HLABC Executive Meetings, as well as General and Annual Meetings.
- If not present to report at meetings, reports shall be sent to President before meetings.

#### **Length of Term**

No set term



## **HLABC LISTSERV COORDINATOR**

### **Duties and Responsibilities:**

- Works with Membership Coordinator and adds new HLABC members to the list and deletes names of non-members
- Follow-ups with members if mail bounces from their mailboxes – may require changing e-mail address and forwarding bounced mail
- Sends non-member's messages to the listserv if relevant to HLABC members

### **Reporting**

Reports to President, upon request

### **Membership**

The Listserv Coordinator is expected to pay annual dues promptly and to remain an HLABC member in good standing.

### **Attendance**

- The Listserv Coordinator may, but is not required to, attend Executive meetings and is encouraged, but not required, to attend General and Annual meetings.
- Reports shall be sent to the President, upon request.

### **Length of Term**

No set term



## HLABC FORUM COORDINATOR

### Duties and Responsibilities:

- Finds Guest Editor and outlines their role or assumes role of Guest Editor, if required.
- Oversees Guest Editor and Layout Designer
- Sets tentative timelines for Guest Editor and Layout Designer
- Reviews draft copy for Guest Editor
- Advises Guest Editor to pass along final edit to Layout Designer
- Awaits final layout and publishes to website
- Advises Guest Editor when Forum is published on website, so Guest Editor can announce on listserv

### Reporting

Reports to President

### Membership

The Forum Coordinator is expected to pay annual dues promptly and to remain an HLABC member in good standing.

### Attendance

- The Forum Coordinator is encouraged, but not required, to attend HLABC Executive Meetings, as well as Regular and Annual Meetings.
- If not present to report at meetings, reports shall be sent to President before meetings.

### Length of Term

No set term

NOTE: There are 2 Forum issues per year



## **HLABC LAYOUT DESIGNER**

### **Duties and Responsibilities:**

- Provides technical and logistic details to the Guest Editor and the Forum Coordinator
- Collaborates with Guest Editor on contents of each issue. If a web-survey will be run, creates survey form and sends out links.
- Creates each issue from standard template
- Enters all content as supplied by the Guest Editor
- If running a members' survey, retrieves survey data and summarizes survey content
- Proofreads and accounts for missing, incomplete, or problematic content
- Re-sizes, crops, or alters graphics to fit the articles
- Adds side-bar, quotes, links, or icons to illustrate content
- Finalizes formatting, layout, links, and flow through the final version. Incorporates corrections from proofreaders and suggestions.
- Generates final PDF copy and sends to Guest Editor

### **Reporting**

Reports to Forum Coordinator

### **Membership**

The Layout Designer is expected to pay annual dues promptly and to remain an HLABC member in good standing.

### **Attendance**

- The Layout Designer is encouraged, but not required, to attend HLABC General and Annual Meetings.
- Reports shall be sent to the Forum Coordinator, upon request.

### **Length of Term**

No set term



## HLABC FORUM GUEST EDITOR

### **Duties and Responsibilities:**

- Tracks down submissions from contributors
- Writes Editor's message of 1-2 pages
- Proofreads for spelling, grammar, and length. Checks back with contributors concerning any missing or unclear elements
- Under the title of each article, adds the name and affiliation of the contributor as a short sentence
- Arranges content in a sequence for publication
- Rounds out the issue with any "additional" features such as cartoons, jokes, links, quotes, or pictures
- Forwards edited articles in RTF or Word format (plain; no real formatting or layout) to Layout Designer
- Announces the new issue to the listserv when formatting is completed and Web Coordinator has uploaded it to the HLABC website

### **Reporting**

Reports to Forum Coordinator

### **Membership**

The Forum Guest Editor is expected to pay annual dues promptly and to remain an HLABC member in good standing.

### **Attendance**

- The Forum Guest Editor is encouraged, but not required, to attend HLABC General and Annual Meetings.
- Reports shall be sent to the Forum Coordinator upon request.

### **Length of Term**

One issue