

## **POLICIES HANDBOOK: HEALTH SCIENCE INFORMATION SECTION**

### **SCOPE OF RESPONSIBILITIES**

The Health Science Information Section (HSIS) exists to:

- Promote interest in health science information
- Promote cooperation among health science libraries and other types of Libraries in North Dakota
- Enhance the status, qualifications, and skills of health science librarians sponsoring and encouraging opportunities for continuing education
- Serve as a **North Dakota Health Science Library Consortium** to Region 3 of the National Network of Libraries of Medicine – also referred to as: the Greater Midwest Region of the National Network of Libraries of Medicine, the GMR, and Region 3 GMR/NNLM

Note: Region 3/NNLM is a contract program with the National Library of Medicine, currently based at the University of Illinois at Chicago Library of the Health Sciences.

### **MEMBERSHIP**

Any person employed in a health science library or interested in health information may become an HSIS member if s/he is a member in good standing of NDLA. Voting privileges are in accordance with Article I, Section 1 of the NDLA Bylaws. Membership should be indicated on the membership application/ renewal form on an annual basis.

### **OFFICERS**

The officers of HSIS are the Chair, Chair-Elect, Past Chair, Secretary, and GMR Regional Advisory Council (RAC) Representative. The term of office is one year, with the exception of the GMR Regional Advisory Council Representative. The term of the RAC Representative is an alternating term of 2 years and 3 years. Officers assume their duties at the close of the annual conference following their election.

#### **Chair**

- Preside at all HSIS meetings
- Preside at all HSIS Executive Board meetings
- Represent HSIS on the NDLA Executive Board
- Send section news to the editor of *The Good Stuff*
- Submit requested general budget to the NDLA Finance Committee
- Submit requested conference budget to the NDLA Conference Chair
- Fill vacancies in the office of Chair-Elect, Secretary, and GMR Regional Advisory Council Representative by appointment until the next annual election occurs
- Assume all other responsibilities in accordance with parliamentary procedures as established by the NDLA Constitution in Article X, Section 1

- May appoint a parliamentarian to serve for one year at regular and special HSIS meeting
- Plan the Spring meeting
  - Distribute notice and agenda prior to the meeting
- Approve HSIS expenditures
- Appoint members of the Bylaws and Policies Committee
- Chair the HSIS Professional Development Grant award
- Annually send copies of correspondence and Section documents older than 2 years to the NDLA Archivist
- Prepare an annual report for the Board and to the membership
- Appoint the Midwest Chapter/MLA State Liaison as required, every two years

### **Chair-Elect**

- Plan the education program at the annual meeting, prior to assuming office of Chair
- Assume position of the Chair in the Chair's absence, inability to act or a vacancy in the chair position
- If and when the Chair-Elect assumes the duties of the Chair, it will be his/her duty to appoint an HSIS member to assume the duties of Chair-Elect until the next annual election occurs
- Serve on the HSIS Nominating Committee
- Serve on the HSIS Executive Committee
- Carry out other duties as assigned by the Chair

### **Secretary**

- Record and distribute minutes of the meetings to the membership within one month of the meeting in print and/or electronic format
- Handle correspondence, memos, and other duties when requested by the Chair
- Chair the HSIS ByLaws and Policies Committee
- Forward Policies Handbook and constitutional revisions/amendments to the NDLA Constitution, Bylaws and Policies Committee
- Incorporate NDLA Executive Board approved amendments and revisions into HSIS Bylaws and Policies handbook
- Maintain a notebook that includes all official communications of the section, including but not limited to minutes, meeting notices, and announcements that go to the membership in print and/or electronic format
- Serve on the HSIS Nominating Committee
- Serve on the HSIS Executive Committee

### **Past Chair**

- Chair the Nominating Committee
- Serve on the Executive Committee (ex-officio)

## **GMR Regional Advisory Council (RAC) Representative**

HSIS will elect a representative to the GMR Regional Advisory Council (RAC) to further improve and enhance the communication between Region 3/NNLM and North Dakota's health science libraries.

Duties of the GMR Regional Council Representative will include but will not be limited to:

- Attend the Region 3 meetings and report back to HSIS
- Serve on Region 3 committees
- Submit a written report of committee activities to the HSIS Chair three weeks prior to the annual meeting
- Distribute copies of the RAC annual report to the HSIS members at the annual meeting
- Serve on the HSIS Executive Committee

Assistance and guidance will be provided by the staff of the Harley French Library of the Health Sciences, which currently serves as a Resource Library for Region 3/NNLM.

## **MIDWEST CHAPTER/MLA STATE LIAISON**

Each state is required to appoint one member to the Midwest Chapter/MLA State Liaisons Committee. This is chaired by the Midwest Chapter/MLA Representative-At-Large. The State Liaison will have a two-year appointment and may serve multiple terms. Duties of the State Liaison will include but will not be limited to:

- Receiving summaries of the board meetings from the State Liaisons Committee Chair and sharing them with the local chapter
- Sharing other information with the Committee, other State Liaisons, and the local chapter, such as legislative activities, identifying new librarians, library openings and closings, recruiting award applicants, and chapter business
- Working within the state to promote health sciences librarianship and Chapter membership
- Participate in committee business through emails and telephone calls; not required to attend Midwest Chapter events

## **COMMITTEES**

Committees serve for the current elective term. Standing committees include the Executive Committee, Nominating Committee, and the Bylaws and Policies Committee.

### **STANDING COMMITTEES**

#### **Executive Committee**

The Executive Committee consists of the above mentioned officers and the immediate

Past Chair (ex-officio). A majority of the Executive Committee constitutes a quorum for the transaction of HSIS Executive Committee business. Duties of the Executive Committee are to:

- Perform Business of the Section as required in the absence of a full meeting of the membership
- Review and award the HSIS Professional Development Grant

### **Nominating Committee**

The Chair-Elect, Secretary, and the immediate Past Chair serve as the Nominating Committee. The immediate Past Chair is chair. Duties are to:

- Nominate all officers with input from HSIS members
- Submit a slate of officers to the NDLA Nominations and Elections Committee
- Be responsible for working out specific details of elections as requested by the NDLA Nominations and Elections Committee
- Submit nominees' names and bios to the NDLA nominating committee according to their requested deadline

### **Bylaws and Policies Committee**

The Bylaws and Policies Committee is a standing committee appointed by the HSIS Chair and chaired by the Secretary.

Duties are to:

- Review HSIS Bylaws and Policies Handbook annually
- Submit proposed revisions to the HSIS membership
- Forward proposed revisions, clearly indicating old language and proposed changes, to the chair of the NDLA Constitution, Bylaws and Policies Committee
- Report on committee activities at regular HSIS meetings as needed.

## **PROFESSIONAL DEVELOPMENT GRANT**

HSIS Professional Development Grants have been made possible through the efforts of the HSIS Section as host of the Medical Library Association - Midwest Chapter 2005 annual conference. Proceeds from the conference are being used to award up to two grants per year to HSIS members to attend the regional Midwest Chapter meetings. Grants up to \$750 will be awarded with grant amounts not to exceed actual expenses. The HSIS Executive Board administers the grant application process and applications should be sent to the current Chair of HSIS eight weeks prior to the Midwest Chapter meeting each year. The HSIS Chair will send an email reminder to members at least two months prior to the grant application deadline.

Application Requirements:

1. Applicants must:

- \* be current members of NDLA - HSIS and must have been a member the preceding year.
- \* submit a detailed budget of expected expenses.

- \* submit a short narrative describing personal growth/career development expectations from the proposed program.
  - \* submit printed materials which describe the program
2. Applicants need to be currently employed as a practicing librarian.

Conditions:

1. Members may receive more than one grant although grants will be awarded with preference being given to those who have not previously received the award.
2. Completed application forms must be submitted eight weeks prior to the Midwest Chapter meeting each year.
3. Applicants must submit a report of the conference experience for presentation at the spring HSIS meeting.
4. Grant money will be awarded after completion of the conference and the report has been received by the HSIS Chair. Receipts are required for all expenses except per-diem meals and mileage.

Application Form

The application form is appended to the Policy Handbook. The form is available on the NDLA web page and is to be sent to the current Chair of the Section.

Grant Awards

Up to two grants may be awarded in a given year. The HSIS Executive Committee, chaired by the current Section Chair, will decide the number of awards and the recipient of the awards based on the applications received. Members of the Executive Committee who have submitted applications will not participate in the selection process. Awards do not exceed \$750 and are not to exceed actual expenses. Grant money will be awarded after completion of the conference and the report has been received by the HSIS Chair. The written report of the conference is to be presented to the sectional members at the Spring meeting. The Section Chair will contact and announce the grant winner. The Chair will also collect the receipts from those who receive the grant(s) and complete a NDLA "Request for Personal Reimbursement Form" to be sent to the NDLA Treasurer for disbursement of the award. A log will be kept in Policies Handbook to record the year of the award, the recipients, the Section Chair, and the amount of the award.

## **ARCHIVES**

Records that are to be retained should be forwarded to the NDLA Archivist/Historian by the HSIS chair.

## **BUDGET & FINANCES**

**Operating Budget**

- Operating expenses are approved by the Executive Board of NDLA
- The chair of the Finance Committee will solicit from the Chair a request for financial needs of the section

- Following Executive Board approval, the Finance Committee will distribute the operating budget
- The operating budget for HSIS includes travel to Executive board meetings, photocopy expenses, mailing costs, and supplies
- Sectional expenses must be approved by the HSIS chair and submitted to the NDLA treasurer on the NDLA Request for Payment form

### **Conference Budget**

- Conference expenses will be approved by the chair of the NDLA Conference Committee
- The Conference budget will be distributed to members of the NDLA Executive Board by the chair of the Conference Committee
- The Conference Budget includes expenses related to the program to be presented at the annual conference. NDLA members do not receive funds for presenting at the annual conference

## **REIMBURSEMENT**

The NDLA Treasurer will make payments to NDLA members to reimburse expenses made on behalf of NDLA. Members must submit the “Request for Personal Reimbursement” form when requesting reimbursement. Receipts must accompany personal requests for reimbursement as indicated on the reimbursement form. The form is available on the NDLA web site in pdf format.

The reimbursement for travel to Executive Board meetings is as follows:

- NDLA will cover hotel cost when a board member must travel the night before a meeting or, in the case of post conference meeting, stay the night after
- NDLA will cover mileage cost at the state employee rate
- No meals will be reimbursed

NDLA appreciates when institutions cover any or all of these expenses for their employees. NDLA recommends that board members request travel reimbursement from their institution prior to requesting reimbursement from NDLA.

The Finance Committee recommends that board members planning to request reimbursement of travel expenses for attending NDLA board meetings share travel expenses whenever possible. This includes both transportation (i.e. carpooling) and lodging (when necessary). When requesting reimbursement for shared expenses, indicate all parties incurring cost so that each section or committee’s budget can be assessed a share of the cost. By reflecting expenses accurately by budget category, incoming section, roundtable and committee chairs as well as the NDLA Finance Committee will be able to plan future budgets with greater accuracy. Compliance with this policy will be up to each individual board member.

Payments made to individuals and businesses that have provided merchandise or services to NDLA require the submission of a “Request for Third Party (Vendor) Payment” form to the NDLA Treasurer. The form is available on the NDLA web site in both pdf and

html file format. 1) Forms submitted using pdf must be signed by the NDLA member responsible for authorizing the expenditure and should be accompanied by a valid invoice or statement. 2) Forms submitted using html must be sent from the e-mail account of the NDLA member authorizing the payment. The html form is used when the vendor is expected to send a valid invoice or statement directly to the Treasurer.

The NDLA Treasurer may question a request for payment at any time and is encouraged to consult with the Finance Committee to obtain approval or rejection before payment of a questionable reimbursement is made.

The Request for Personal Reimbursement form is available at:

<http://ndla.info/Forms/expenseform.pdf>

or

<http://ndlaonline.org/Forms/expenseform.pdf>

## **CHRONOLOGICAL GUIDELINES**

### September

- Annual Conference with the annual HSIS Sectional Meeting
- Incoming officers receive files and brief orientation from the outgoing officers as the Chair Elect becomes Chair at the post-conference board meeting
- Secretary distributes minutes from the section meeting of the Annual Conference within 1 month following the conference.
- Records older than 2 years but which are to be retained are to be forwarded to the NDLA Archivist/ Historian by the HSIS chair
- Chair appoints the Midwest Chapter/MLA State Liaison following the Annual Conference every other year, starting with 2007

### October

- Chair submits Section budget to chair of Finance Committee

### January-February

- Chair plans Spring Meeting
- Chair-elect contacts the chair about Fall programming plans
- ByLaws and Policies committee begins annual review of ByLaws and/or Policy Handbook with changes to be presented for discussion at the Spring Meeting

### March-April

- Spring Meeting held
- Nominating Committee prepares a slate of officers to be presented to the membership at the Spring Meeting
- Chair distributes notice of meeting time, place, and date at least four weeks before the Spring Meeting and calls for agenda items

- Chair distributes an agenda for the Spring Meeting two weeks in advance of the meeting
- Chair-elect presents program possibilities for the fall conference and communicates fall programming plans to the chair of the Conference Committee

May

- Submit nominees' names & bios to the NDLA Nominating Committee

June/July/August

- Chair sends email reminder to members at least two months prior to the application deadline for the Professional Development Grant award.
- Chair convenes the Executive Board to review and award professional grant applications
- Chair prepares agenda and annual report for Annual Conference
- Chair-Elect works with the chair of the Annual Conference regarding the section's program and business meeting
- Chair-Elect to follow budget guidelines for the fall program

Approved by HSIS: April 7, 2000

Approved by Executive Board: May 15, 2000

Reimbursement statement added by Executive Board 3/22/02

Reimbursement statement revised by Executive Board 12/09/02

Reimbursement statement revised by Executive Board 12/03/04

Revisions approved by HSIS: September 22, 2005

Revisions approved by Executive Board: September 20, 2006

Revisions approved by HSIS: September 21, 2006

Revisions approved by Executive Board: April 12, 2007

Revisions approved by HSIS: September 27, 2007

Revisions approved by Executive Board: November 1, 2007

Revised and approved by Executive Board: March 14, 2008

Revisions approved by HSIS: April 17, 2009

Revisions approved by Executive Board: September 1, 2009

## **Appendix A –Grant Application Form**

### **NDLA – HEALTH SCIENCE INFORMATION SECTION PROFESSIONAL DEVELOPMENT GRANT**

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#### **Application Requirements:**

1. Applicants must:
  - \* be current members of NDLA - HSIS and must have been a member the preceding year.
  - \* submit a detailed budget of expected expenses.
  - \* submit a short narrative describing personal growth/career development expectations from the proposed program.
  - \* submit printed materials which describe the program
2. Applicants need to be currently employed as a practicing librarian.

#### **Conditions:**

1. Members may receive more than one grant although grants will be awarded with preference being given to those who have not previously received the award.
2. Completed application forms must be submitted eight weeks prior to the Midwest Chapter meeting each year.
3. Applicants must submit a report of the conference experience for presentation at the spring HSIS meeting.
4. Grant money will be awarded after completion of the conference and the report has been received by the HSIS Chair. Receipts are required for all expenses except per-diem meals and mileage.



Program description:

- A. Indicate what and how the planned program will contribute to your personal growth, future goals, and career development.

- B. Indicate the full budget of expenses:

Transportation	\$ _____
Registration	\$ _____
Course(s)	\$ _____
Lodging/Meals	\$ _____
TOTAL	\$ _____

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return application form and supporting documentation to the current Chair of the HSIS Section. Applications are due eight weeks prior to the Midwest Chapter meeting.

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Date received: \_\_\_\_\_ Date reviewed: \_\_\_\_\_  
Grant awarded: \_\_\_\_\_ yes \_\_\_\_\_ no

HSIS Chair: \_\_\_\_\_

Appendix B

**PROFESSIONAL DEVELOPMENT GRANT APPLICATION  
AWARD WINNERS**

<b>Year</b>	<b>Winner(s)</b>	<b>Chair</b>	<b>Award Amount</b>
<b>2006</b>	<b>Joan Bares, Medcenter One Karen Anderson, Cameron Medical</b>	<b>Ann Pederson</b>	<b>\$750 each</b>
<b>2007</b>	<b>Eileen Chamberlain, MeritCare</b>	<b>Joan Bares</b>	<b>\$750</b>
<b>2008</b>	<b>None</b>	<b>Eileen Chamberlain</b>	<b>\$0</b>
<b>2009</b>	<b>Travis Schulz, Medcenter One</b>	<b>Karen Anderson</b>	<b>\$750</b>
<b>2010</b>			