

**Health Sciences Libraries  
of New Hampshire and Vermont**

**(HSL-NH/VT)**

**Organizational Handbook**

**Revised October 2011**

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## **Administration Committee**

Responsible for all written records, including Archives, Bylaws, and BHSL (Basic Health Sciences Libraries), for continuity of HSL-NH/VT.

- Identifies a Coordinator who:
  1. Appoints committee members as needed
  2. Attends all regular meetings and reports on committee activities
  3. Submits annual report at the Spring meeting
  4. Forwards all annual reports to Archives Committee
  5. Presides over the business portion of each meeting
  6. Insures that a contact person for the organization be selected from among the Coordinators at the Spring Meeting
  7. Serves as Parliamentarian at meetings
  8. Designates a committee member to fulfill duties when necessary

### **Archives & Bylaws**

- Responsible for reviewing the bylaws and proposing changes in accordance with Article X, Amendment of Bylaws
- Distributes copies of updated bylaws revisions to membership via listserv
- Coordinates the revision of the Organizational Handbook annually
- Keeps written records, including annual report
- Identifies a secretary at each meeting
  1. Transcribes minutes at each meeting
  2. Sends electronic copy of minutes to Webmaster for archival posting
  3. Sends electronic copy of minutes to Administration Committee Coordinator for printing and archival storage

### **BHSL (Basic Health Science Libraries Network) Coordinator**

Responsible for managing BHSL membership at the HSL-NH/VT level

- Recruits and trains new BHSL members



## **Communications Committee**

Responsible for all communication from HSL-NH/VT

- Identifies coordinator who:
  1. Serves on the unofficial Executive Committee
  2. Corresponds with other committee coordinators
  3. Assures committee participation in all tasks
- Assists other committees to prepare organizational correspondence, including publicity for meetings and other events
- Identifies a Listserv Manager
  1. Ensures that members are informed on accessibility and use of the listserv
  2. Keeps membership information current
- Identifies a Webmaster
  1. Ensures that members are informed on accessibility and use of the website
  2. Updates news, membership list, bylaws, meeting minutes, and other features on the website as needed
  3. Notifies members via the listserv when an update is posted
- Identifies a Liaison to other organizations
  1. Attends NAHSL board meetings
  2. Attends RAC and other regional committee meetings
- Cooperates with Membership Committee in recruitment of new members and associate members.

## **Finance Committee**

- Identifies coordinator who:
  1. Serves on the unofficial Executive Committee
  2. Corresponds with other committee coordinators
  3. Assures committee participation in all tasks
  4. Attends all regular meetings and reports on committee activities.
  5. If unable to attend a meeting where he/she has duties to fulfill, designates another committee member to fulfill said duties.
  6. Keeps written records for continuity of work.
  
- Maintains the Membership List to include names, addresses, and an indicator of those who are current paid members, as well as a Mailing List (including members and non-members) which may be used to announce meetings and special events, recruitment purposes, etc.
  
- Provides mailing labels to members of the Communication Committee, or other committees as needed to fulfill their duties, and to other organizations that the Membership has so authorized.
  
- Prepares hard copies of membership lists and contact information for distribution at each HSL-NH/VT meeting.
  
- Review handbook annually and update as needed.

## **Treasurer**

Treasurer is a member of the Finance Committee.

- Attends all regular meetings and presents written statement of finances to membership, or designates a substitute to represent and fulfill duties of the Treasurer.
- If treasurer is unable to attend any meeting he/she is responsible for sending written or electronic report of current financial status to the president prior to the meeting.
- Gives statement of finances and prepares necessary reports as required to appropriate government agencies.
- Receives and banks all monies due the organization.
- Is responsible for collecting dues each year.
- Provides written and electronic Membership List annually to Finance Committee Coordinator and to the HSL-NH/VT website.
- Keeps records of funds collected.
- Disburses funds by check as directed.
- Has organization's books audited annually. (?)
- Shares responsibility with Membership Chairperson for registration at regular meetings. Tallies meeting attendance and pays for meeting site expenses (may have been handled by Education/Programming Committee recently, but can return to this policy from now on).
- Maintains written policies and procedures for the succeeding treasurer.

## **Membership Coordinator**

The Membership Coordinator is a member of the Finance Committee.

- Membership role shares responsibility with the treasurer for registration at regular meetings. Registration duties include checking in meeting attendees, distribution of materials and nametags.
- Membership coordinator sends annual notice of Membership renewal and New Member forms to the listserv via email and also in hard copy format to Mailing List (current and prospective members) between the HSL Fall meeting and January 1st of the new year - Committee Coordinator submits written report at each HSL-NH/VT meeting. Report to include Treasurer's report and membership report.
- Annual dues are currently \$20.00, as determined by members of the Finance Committee, and will be reviewed annually by all members of the Finance Committee.

If a new member joins HSL-NH/VT after September 30, dues payment covers the upcoming year. (New member basically receives a "bonus" of "free" membership for a quarter of the year!)

- Upon completion of membership renewals and in cooperation with the Treasurer, the Membership Committee Person will produce an up-to-date member list and forward to the Finance Committee Coordinator.

## **Scholarship Committee Person and Scholarship Guidelines**

The Scholarship Person is a member of the Finance Committee (duties may be performed by the Finance Committee Coordinator, rather than having a separate Scholarship person).

- Attends all regular meetings and submits written or electronic reports of committee activities
- Helps to promote awareness of scholarship availability and requirements to all members at regular meetings or through email
- Sets scholarship qualifications along with input from Finance Committee. Submits recommendations to full membership for approval
- Sends scholarship application to any member as requested or directs them to the online form available on the HSL-NH/VT website. After consultation with Finance Committee members, makes award decisions and designates amount to be awarded to each recipient; notifies Treasurer to disburse check for scholarship amount awarded to recipient
- Keeps records of scholarship activities for continuity of work.

The amount of money available for scholarship funds shall equal 20% of the organization's budget at any given time. This amount may change at the suggestion of the Finance committee with the approval of the membership at either the Fall or Spring meeting, or via an online vote with approval by a simple majority of the membership.

Scholarship funds have an annual limit of \$350 per person, and may be used for unreimbursed meeting registration fees, tuition costs of courses, workshops, or seminars (preference given to those awarding CE credits), and for travel expenses (mileage, air/train/bus fare, and lodging) incurred in attending such events. Scholarship funds are not limited to HSL-NH/VT programs, but are limited to offerings related to the field of librarianship.

The deadline for applying for NAHSL and MLA annual meeting registration fees will be one month prior to the early bird registration cutoff for that year's meeting. The expectation is that HSLNH/VT will only grant scholarship funds for registration up to the amount of the "early bird" fee. All other applications should be requested at a minimum of one month prior to the event.

Preference in awarding scholarship funds will be given to members who have not received scholarship funds within the last three years. Other factors taken into consideration will include

whether the applicant has any additional institutional support or scholarship support from other sources.

Application forms will be available on the HSLNH/VT web site, in the Organizational Handbook, and shall be submitted to the Finance coordinator, and then by the coordinator to the rest of the Finance Committee for review, approval, and decision.

**Scholarship Application Form**  
**Health Sciences Libraries of New Hampshire and Vermont**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Amount requested: \$\_\_\_\_\_ (Note: Annual limit of \$350/person)

Scholarship requested for (Name of Course, Workshop, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Date and Location of Event:  
\_\_\_\_\_

Please indicate how requested funds will be used, and include backup documentation if available:

Registration fees                      Tuition fees                      Travel expenses

Have you received scholarship funds from HSLNH/VT within the last three (3) years and, if so, for what purpose?

\_\_\_\_\_  
\_\_\_\_\_

Will this HSL-NH/VT application, if approved, provide the only funds available to you for the above event, or would HSL funds supplement other sources of funding? Please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*application continued on reverse*

What knowledge or growth do you expect to gain from attendance at this event, and how do you intend to share that with the rest of the HSLNH/VT membership?

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Please return the completed application to the current Finance Committee Coordinator.

## **Program and Education Committee**

- Responsible for programs at all regular meetings of HSL- NH/VT
  1. Selects date
  2. Contacts, negotiates with and finalizes arrangements (travel, housing, honorarium, etc.) with potential speakers
  3. Selects site and coordinates all site arrangements, including food
  4. Locates sponsor to defer costs whenever possible
  5. Determines registration fees to cover site and speaker costs
  6. Prepares information sheets and registration forms
  7. Sends meeting information to Communications Committee for distribution
  8. Sends meeting notices and agendas to the membership at least six weeks in advance of meetings
  9. Prepares packets with agendas, handouts, etc., for meetings
  10. Greets and registers attendees at meetings
  11. Provides moderator at meeting
  12. Sends than you notes to speakers
  13. Requests payment for speakers from the Treasurer when necessary
- Responsible for any Continuing Education courses offered by HSL- NH/VT
  1. All duties above
  2. Prepares and distributes CE certificates to attendees
- Keeps records of meetings, programs and courses for continuity of work
- Updates Handbook as needed

### **NAHSL**

- Works with NAHSL (North Atlantic Health Sciences Libraries) to organize annual NAHSL Conference when held in New Hampshire or Vermont.