

## **SCMLA Membership Committee Procedures Manual**

### **Purpose:**

The role of this committee is to assure compliance with MLA and to recruit and assimilate and retain new members.

### **Committee Members:**

- This committee has members from each state plus the Chair. In some cases the Chair may also be the state member.
- The Membership Database Manager is Ex Officio member
- Members serve 3 years; the Chair also serves 3 years.
- The Chair of the SC/MLA Membership Committee serves as Liaison to the MLA Membership Committee.

### **General membership information:**

Membership is offered to any individual interested in health sciences librarianship. (Membership in MLA and SC/MLA are separate memberships).

- Term of Membership is January 1-December 31.
- Cost of Membership is \$20.00 per calendar year, January-December.
- Student Membership (for students enrolled in ALA accredited School) is free for two years per calendar year, January-December.
- Honorary Membership dues are waived.

### **Stated Purpose of SC/MLA**

- To promote excellence in health through timely access to information
- To promote and stimulate interest in health sciences libraries/health sciences information management
- To provide continuing education and informational opportunities in health sciences librarianship
- To promote interest and membership in the Medical Library Association (MLA)
- To provide a channel of communication between Chapter members and MLA
- To provide opportunities for the exchange of ideas and information
- To provide a network of health sciences librarians
- To promote and foster cooperation among medical and allied health sciences librarians
- To promote legislation supportive of the health sciences and health sciences libraries

### **Member Benefits and Services**

- Professional growth and development through:
  - continuing education opportunities
  - informational programs offered at an annual meeting, usually held in October or November
  - exchange of ideas and information through Southern Expressions, a newsletter, and SoChap-L, a listserv for Chapter members
- Annual Membership Directory and Handbook (full membership only)
- Continuing Education Teacher Scholarship

- Opportunity to serve as an officer or committee member
- Communication channel between Chapter members and MLA
- Honorary membership award presented to retiring SC members who have served the Chapter and the profession of health sciences librarianship in an exemplary manner

### **The Committee Duties and Responsibilities:**

The membership committee is a standing committee of the SCMLA, the By-Laws describe the function of standing committees as follows (By-laws <http://www.scmla.org/bylaw.htm>)

#### **ARTICLE VII: Committees**

##### Section 3: Duties

The Executive Board shall define the charge of each committee, and shall delegate such powers and functions to them as is necessary for the conduct of their business. Each committee shall establish the mechanism for executing its charge. Each committee shall be responsible to the Executive Board, through its chair.

##### Section 4: Committee Chairs

Chairs of committees shall be Voting Members of the Medical Library Association. Each Committee Chair has the responsibility for appointing members to his/her committee in accordance with prescribed guidelines and with the approval of the chair.

##### Section 5: Committee Reports

Each committee shall submit a written report of its activities to the Executive Board, either annually at the end of its tenure, or at the conclusion of its task, prior to the compilation of the Annual Chapter Report for submission to MLA

### **More Detail on Committee Activities:**

The majority of the Membership Committee members work is stewardship of the members in their state. This stewardship is done through contacting new members to welcome them to the chapter and by following up with those members who do not renew in a timely fashion. Committee members also work to recruit new members as new librarians enter the field in their state and through fostering relationships with students in ALA accredited graduate programs in Information Science.

The committee chair works closely with both the membership committee members and the membership database manager to retain members and encourage membership renewal. Since SCMLA is based on a calendar year (January 1-December 31), members are considered delinquent if they have not renewed by April 30<sup>th</sup> and are removed from SOCHAP-L listserve in June.

Throughout the year, the database manager sends updated membership lists to the membership chair containing new members. The membership chair corresponds with each new member and also sends the new member's contact information to the committee member who represents the state where the new member lives with a request that they also contact the new member.

In March of each year, the Database Manager compiles a list of non-renewed members by state and sends this to the committee chair. The chair then divides the list by state and distributes each state's list to the appropriate committee member. The committee members then contact the non-renewed members no later than April 1<sup>st</sup> to provide encouragement to them toward renewal. If it is found that a member will not be renewing because of retirement or change of career, the committee member informs the chair, who then arranges for the name to be removed from the list by the database coordinator so they will not be shown on the list as non-renewed.

The Membership Directory is printed and distributed by the membership database coordinator in August of each year and contains an alphabetical and geographic listing of current members at that time of printing. All members with the exception of student members get a printed copy by mail. Students may request a copy at a cost of \$7.00 (cost of printing and mailing).

### **Reports**

The Chair is required to provide Annual Reports to the Executive Committee, usually in September/October prior to the Annual Meeting. In addition, the membership committee report is required to be included in the annual Chapter Report to MLA prior to each Spring MLA annual meeting. Southern Chapter mid-year report is requested by the SC Chair in July.

### **Transition of Membership Committee Chair and Members**

Chair-At the end of each three year appointment, a new membership committee chair is selected by the incoming chapter chair.

Committee Members-The committee chair selects the committee members from a list generated by the database coordinator. The list reflects members who have chosen membership as one of the committee on which he or she would like to serve. The selection is pending the approval by the SC MLA chair.

### Committee Activity Time-line

SC/MLA Membership year begins	Database coordinator sends non renewed list to chair	Committee contacts the non-renewed	Members considered delinquent	Delinquent members removed from List serve		Membership Directory printed and mailed	Membership Renewals Mailed
<b>Jan. 1</b>	<b>March</b>	<b>April 1</b>	<b>April 30<sup>th</sup></b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>December</b>
		Update for Annual MLA Chapter Report			Mid-year report to Executive Committee		Annual Report to Executive Committee

Respectfully submitted, Sandy Oelschlegel, September 10, 2009