



Health Libraries Association of British Columbia

Executive Position Descriptions

HLABC Executive:

- President (2nd of 3 yr term)
- Vice-President / President-Elect (1st of 3 yr term)
- Past-President (3rd of 3 yr term)
- Secretary (1 yr term)
- Treasurer / Membership Coordinator (1 yr term)
- Communications Director (1 yr term)
- CE & Programming Director (1 yr term)

HLABC PRESIDENT

Description

As chief executive officer of the organization, the President assists in advancing the goals and objectives of the Association in this middle year of a 3-year progressive term.

Duties and Responsibilities

- 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 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 or ad-hoc 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
- 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

Description

The Vice President/President-Elect assists the President in Association administration as required, in this first year of a 3-year progressive term.

Duties and Responsibilities

- Carries out the duties of the President during the President's absence
- Serves on 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

Description

The Past President advises the current President, as well as carrying out special projects in this final year of a 3-year progressive term.

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
- Serves as Chair of the Nominations Committee
- 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

Description

The Secretary is responsible for minutes and other official records of the Association.

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
- Oversees documents and deposits for HLABC archives; serves as liaison to the records management advisory committee
- The Secretary may be asked by President to assist with meeting agendas, mailings, phone calls, mails, 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 a one year term.
- Assumes the duties of office immediately following the Annual General Meeting.

HLABC TREASURER / MEMBERSHIP COORDINATOR

Description

The Treasurer/Membership Coordinator is responsible for managing the Association's financials, as well as managing membership recruitment and administration.

Duties and Responsibilities

- Maintains the financial ledger by entering all financial transactions (revenue and expenses) in paper format, suitable for potential audit.
- Receives membership dues from members. Deposits cheques and writes receipts, which are promptly sent to the paying member.
- Sends renewal notices over the listserv and follow up with late renewers.
- 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. Publishes electronic Directory by September 1 each year.
- Works with HLABC Communications Director to ensure that access to any member-only material is restricted to current membership
- Reports to each executive meeting and general meeting, including current financial breakdown, number of paid memberships, number and names of new members.
- Provides a detailed year-end report (including past year data in same format for comparison), 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 a one year term.
- Assumes the duties of office immediately following the Annual General Meeting.

HLABC COMMUNICATIONS DIRECTOR

Description

The Communications Director is responsible for coordinating Association communications, including online and print communications.

Duties and Responsibilities

- The communications director is responsible for leading the strategic communications of the Association and HLABC “brand”
- Serves as the chair of the Communications Committee
- Manages or liaises with website host and content manager(s) of the Association website and email list(s)
- Edits or supervises editors of regular publications of the Association (e.g., HLABC Forum)
- Manages any media releases the Association issues
- Manages regular updates to HLABC branding (e.g., website redesigns, keeping logo & letterhead current)

Membership

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

Attendance

The Communications director 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 Communications director serves for a one year term.
- Assumes the duties of office immediately following the Annual General Meeting.

HLABC CE / PROGRAMMING DIRECTOR

Description

The CE/Programming Director is responsible for coordinating the Association's annual CE event roster and working with the President to coordinate other meetings and events as needed.

Duties and Responsibilities

- Plans and coordinates quarterly member CE events, in accordance with HLABC calendar and in consultation with President
- Regularly surveys membership for CE ideas and requests
- Manages the process of applying for CE credit from bodies such as CHLA and MLA, where appropriate
- Works with Communications Director, Membership Coordinator and other Exec members as needed, to promote HLABC CE events

Membership

The CE/Programming Director is expected to pay annual dues promptly and to remain an HLABC and CHLA member in good standing.

Attendance

The CE/Programming Director 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 CE/Programming Director serves for a one year term.
- Assumes the duties of office immediately following the Annual General Meeting.