

Browse Responses

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2. Person submitting the Report:Christopher Hooper-Lane

3. Do you store your archives? If so in what format?Both

4. Where do you store your paper archives?Ebling Library, University of Wisconsin-Madison

5. Where do you store your digital archives?On our division website

6. Is there a signed archives agreement?No

7. Does your Division offer any type of leadership training for Officers and or Committee Chairs beyond the training provided at the Leadership Development Institute or at Leadership Summit? If yes; please explain.Yes, we are developing a leadership wiki.

8. Is your Division having difficulty finding Officers? If so explain what is being done to address this.Yes (please explain) - Brainstorming. Recruitment. Getting new members more involved.

9. What Leadership positions are you having difficulty recruiting?Other (please specify) - Section Chair, some of the committee chairs

10. Do you have an Advisory Board? If so please explain.Yes - Chairs of Division Committees

11. Are Committee Chairs part of your Advisory Board?Yes

12. How many voting members are on your Board?Six Executive Board Members, but we include Advisory Board members for input

13. If there are voting members other than the Chair, Chair-Elect, Past-Chair, Secretary and Treasurer, please list titles of other voint members.Director

14. What Committees do you have and how many people participate in each? List Committee names as reported to SLA for inclusion to the Web Site.

Awards - 2 Biofeedback - 3 Career Guidance & Employment - 2 Continuing Education - 3 Contributed Papers - 4 Contributed Posters - 1 Fund Development - 7 Membership - 1 Nominations and Elections - 3 Program Planning - 9 Publications - 3 Student Relations - 1 Vendor Relations - 4 Website - 4

15. Number of Chairs/Co-Chairs

Awards - 1 Biofeedback (newsletter) - 1 Career Guidance and Employment - 1 Continuing Education - 1 Contributed Papers - 1 Contributed Posters - 1 Fund Development - 1 Membership - 1 Nominations and Elections - 1 Program Planning - 1 Publications - 1 Student Relations - 1 Vendor Relations -1 Website - 2

16. Number of Committee Members other than Chair?

Awards - 1 Biofeedback (newsletter) - 2 Career Guidance and Employment - 1 Continuing Education - 2 Contributed Papers - 3 Contributed Posters - 0 Fund Development - 6 Membership - 0 Nominations and Elections - 2 Program Planning - 8 Publications - 2 Student Relations - 0 Vendor Relations - 3 Website - 2

17. Does your Nominating Committee recruit members to fill just your leadership positions or do they recruit for other positions as well (Committee Chairs, Committee Members, etc.)?

Just leadership positions

18. Are there ways SLA HQ can assist you with leader recruitment? If yes please explain.

Yes - Reduce costs for leaders

19. Does your Division have a policy and procedures manual? If yes, when was it last updated (date)?

Yes - July 2007

20. When was the last time your Division updated its scope note? (A scope note describes the subjects constituting the Division's interests, mentoring any other specific features which characterize those subjects, e.g. what specific aspects of those features are of interest to the Division. Scope notes should be concisely expressed in one or two sentences).

3-5 years ago

21. Do you think your scope note needs to be updated? Why?

No

22. Does your Division have a strategic plan? If yes, date of last revision?

Yes - December 2008

23. How often does your Division conduct a membership needs survey?

As needed (not often)

24. Does your Division have any liaisons with any other information-related groups? If yes, please explain.

Yes - Medical Library Association

25. Does your Division have a budget? If yes please submit to HQ.

No

26. Does your Treasurer share financial information with your Board?

Yes

27. How often?

3 times a year and upon request

28. Does your Division have sufficient funds to produce at least one conference program (beyond the required Annual Business Meeting) for the Annual Conference?

Yes

29. Does your Division support the travel expenses for your Leaders at Leadership Summit? At Annual Conference?

Yes

30. If yes, how much do you budget for each of the expenses?

Leadership Summit - 6000

Annual Conference - 6000

31. Which members of your Division leadership get division funding to attend the Leadership Summit and how much do they receive. Must enter dollar amount

Chair Summit - 1500

Chair-Elect - 1500

Program Chair - 1500

32. Which members of your division leadership get division funding to attend Annual Conference and how much do they receive? Must enter dollar amount

Chair Summit - 1500

Chair - Elect - 1500

Other Leaders - 1500

Progtam Chair - 1500

33. What is the yearly amount each member of your division leadership receives from division funding to attend Annual Conference and/or Leadership Summit? Must enter dollar amount

Chair Summit - 3000

Chair Elect - 3000

Other Leaders - 1500

Program Chair - 3000

34. How does your division organize and monitor its fundraising effort for annual conference?

Committee of three or more

35. What methods do you use to fundraise?

Contact previous vendor supporters

Approach new vendors

Network at the Info-Expo for leads

Cold Calls

Email campaigns

36. Are you able to raise enough funds to support all your conference programs?

Yes

37. How do you share conference expenses with other divisions?

Fifty/fifty

38. Does your Division produce any publications?

Yes

39. If yes, please explain. Type of Publication. How often (Annual, Monthly, Quaterly, etc.)

Quarterly newsletter (pdf version)

40. If you produce any publications/brochure who is it geared towards?

Newsletter/Bulletin

41. Any other type of Publication? What (please explain)

Membership brochure Sponsorship brochure

42. Who has access to your listserv/discussion group? Members only, Members and Non-Members Other (please specify)

Members only

43. Does your Division allow job opportunity postings on your listserv/discussion group

Yes

44. If yes, who is permitted to submit the job posting(s) Members only, Members and Non-Members, Other (please specify)

Members only

45. Does your Division provide a job posting service, separate from your listserv?

No

46. If yes, is there a charge to employers for posting a job? If yes, what is the charge?

No Response

47. If your Division does provide a job posting service separate from listserv, who has access to the job posting?

No Response

48. Does your division have an investment policy?

No

49. If yes, please explain:

No Response

50. Does your division have an expense reimbursement policy?

Yes

51. If yes, please explain:

No Response

52. Does your division publish a newsletter/bulletin?

Yes, web based only

53. If yes, frequency:

quarterly

54. Does your division publish a membership directory?

No

55. If yes, please specify how it is published:

No Response

56. In addition to any annual conference programming, please list all the programs and meetings your division has sponsored or co-sponsored:

Some webinars for members

57. Using your best estimation, what percentage of your members attend meetings or programs?

20%- 40%

58. Has this percentage increased or decreased from last year?

Decreased by what estimated percent - 5

59. Does your division have any subunit, such as a section or networking group?

Yes

60. If yes, please list and provide a description:

Medical Section Natural History Caucus

61. Does your division have a membership committee?

Yes

62. Does your division have a membership recruitment plan?

No

63. If yes, please explain:

No Response

64. Does your division produce a recruitment brochure to attract new members?

No

65. Does your division follow-up on lapsed members?

No

66. If yes, please explain:

No Response

67. Does your division have a new member reception or similar function?

No

68. If yes, please explain:

No Response

69. Does your division send "welcome packets" or similar information to new members?

Yes

70. If yes, please explain:

Email

71. Does your division have a program targeted toward increasing student membership/participation?

Yes

72. If yes, please explain:

Our Student Relations Committee does several things, including a stipend award to attend conference and join a committee

73. Does your division have a mentoring program?

No

74. If yes, please explain:

No Response

75. Does your division sponsor any scholarships or other sources of financial aid?

Yes

76. If yes, please explain:

\$1500 student stipend for annual conference

77. Does your division sponsor a student(s)'s attendance at the annual conference?

Yes

78. If yes, please explain:

\$1500 student stipend for annual conference

79. Does your division have any awards/honors to bestow upon members?

Yes

80. If yes, please explain:

Distinguished Member Award Winifred Sewell Prize (for technological innovation) Chair's Recognition Award(s)

81. What other innovative programs (not covered previously) are you conducting?

None

82. Does your division currently have or anticipate having any of these? (check all that apply):

	Currently have	Anticipate having in the next six months
Wiki	<input checked="" type="checkbox"/>	
Blog	<input checked="" type="checkbox"/>	
Presence on Second Life		
Facebook account		
Chat/discussion software		
Web conferencing (WebEx, etc.)	<input checked="" type="checkbox"/>	
Twitter		
Linked In		
You Tube		
Comments:		

83. Please add any additional comments here (if clarifying a specific answer, please reference question #):

No Response
