

Special Libraries Association

**Biomedical and Life Sciences Division**

**Procedures Manual**

Special Libraries Association

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**Procedures Manual**

**September 2000**

## **Elected Officers**

Chair

Chair-elect

Secretary

Treasurer

Travel Voucher Form

Committee Expenses Form

Check Request and Payment Approval Form

Sample Report

Director

Guidelines for Revising the Procedures Manual

Past Chair

Executive Board

## Chair

*Function:* The Chair serves as chief executive officer of the Division and, subject to the Executive Board, shall have general supervision and control over its affairs.

*Qualifications:* The Chair must be a member, associate member, or retired member of the Association, as well as a member of the Biomedical and Life Sciences Division.

*Appointments:* The Chair shall appoint the Chairs of each committee (except Nominations and Elections Committee) and members of each committee.

*Duties:*

1. To preside at all Executive Board and Division business meetings.
2. To present or recommend to the Executive Board such measures as the Chair or a Division member considers desirable to further the objectives and broaden the effectiveness of the Division.
3. To approve and sign, with the Treasurer, all contracts and legal documents.
4. To serve as ex officio member of all Division committees, with the exception of the Nominations and Elections Committee.
5. To represent the Division at meetings of the Special Libraries Association, including the Winter Meeting and Annual Conference. If unable to attend, to appoint a Division member, preferably an officer, to represent the Division; prior to the meeting, the appointee shall be briefed fully on business to be transacted.
6. To coordinate planning of Division programs for the Annual Conference for which s/he is the Chair. To attend, or ensure Division representation at, Conference program planning sessions held at Winter and Annual Conferences pertaining to the Chair's Annual Conference programs.
7. To attend administrative, orientation, and other meetings for Division Cabinet members, including DACOLT, Division Cabinet, and Joint Cabinet which are held during the Winter Meeting and Annual Conference.
8. To evaluate and promote continuing and new projects and publications, coordinating when necessary with the appropriate staff liaison at SLA Headquarters.
9. To serve on standing or ad hoc committees of the Division Cabinet as called for through the rotation process or as appointed by Division Cabinet Chair.
10. To review the appropriate sections of the *Procedures Manual* annually in February. Submit corrections, revisions, etc. to the Director for inclusion in the next edition.
11. To prepare a budget for the coming year in conjunction with the Executive Board.

12. To appoint an auditor whose name has been recommended by the Treasurer, in compliance with SLA guidelines, to audit the Division accounts prior to the Treasurer's Annual Report.

*Reports and Records:*

The Chair is responsible for the following:

1. Preparing an annual report of the Division activities for submission to the Division Cabinet Chair of the Association, for presentation to Division members at the Division Annual Business Meeting, and for publication in the Division Bulletin following the Annual Conference.

2. Preparing regular columns for *Biofeedback*.

3. Assuring that the Division reports and official documents are filed appropriately and in a timely fashion according to the Association guidelines.

4. Reporting to the SLA Conference Program Committee Chair and/or his designate, and to the Director, Conference & Meetings all details of the Division's programs for the annual conference. Submitting detailed documentation on approved forms promptly and in accordance with the Association's deadlines. Submitting requests for supplemental funding for Division conference programming to SLA if necessary.

5. Preparing and submitting requests for action by the SLA Board of Directors.

6. Submitting proposed Division bylaws changes for review of approval by the SLA Bylaws Committee. Submitting changes to the membership in accordance with Article XIII of Division bylaws for approval via ballot.

7. Transferring files to the Chair-elect or Division Archivist as appropriate. All current files, including Division *Procedures Manual*, SLA Division Guidelines and associated materials, Conference Programming materials, Division and Committee annual reports, and other files of a timely nature should be given to the Chair-elect. All historical materials that are no longer of current reference value, and copies of the current year's Division and Committee annual reports should be given to the Archivist.

Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division.

8. Sending to the appropriate SLA Publications Manager three copies of any publication issued by the Division, to be cited in Association publications and retained in Association archives. Assuring that copies of each Division publication are sent to the Association for display at the annual conference in accordance with SLA deadlines.

9. Compiling, and transmitting to the Secretary for distribution by SLA deadlines, the names, addresses, phone numbers, etc. of all Division officers and committee members.

*Expenses:* The Division may provided financial support of up to \$1000 to defray expenses in conjunction with attendance at the SLA Winter Meeting and SLA Annual Conference, if the incumbent's organization does not provide travel funds. Funds must be requested from the Treasurer using the Division's travel voucher and must include required receipts.

The Division will provide funding for other expenses such as postage or telephone calls if not borne by the incumbent's organization. Other expenses must be approved by the Executive Board of the Division. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form.

Rev. 1/99, A. Schiff

## **Chair-Elect**

*Function:* The Chair-elect serves as a member of the Division Executive Board and participates at the request of the Chair in the general supervision of Division activities. The Chair-elect may represent the Division upon the request of the Chair and assume the duties of Chair in event of the absence or withdrawal of the Chair. The Chair-elect succeeds to Chair at the annual business meeting of the Division. The Chair-elect also simultaneously serves as the Fund Development Committee Chair for the upcoming Annual Meeting.

*Qualifications:* The Chair-elect must be a member, associate member, or retired member of the Association, as well as a member of the Biomedical and Life Sciences Division.

*Appointments:* The Chair-elect should begin appointments of chairs of all Division standing committees before the annual business meeting at which the Chair-elect becomes the Chair. A full roster of committee chairs will be called for in June following the annual meeting.

### *Duties:*

1. To learn the management of the Division's affairs by becoming apprised of development, issues, procedures, history and so forth.
2. To support the current Chair by providing advice, counsel, ideas, and proposals.
3. To become more knowledgeable about SLA as an organization and getting to know more people both within BIO and in other Divisions.
4. To attend all Division Executive Board meetings and to preside at meetings of these groups in the absence of the Chair.
5. To represent the Division at meetings of the Special Libraries Association, including the Winter Meeting and Annual Conference. If unable to attend, to appoint a Division member, preferably an officer, to represent the Division; prior to the meeting, the appointee shall be briefed fully on business to be transacted.
6. See position description for Fund Development Committee Chair.

### *Reports and Records:*

The Chair-elect is responsible for the following:

1. Preparation of preliminary Conference Program plans to be reported to the Association Conference Committee as requested by and according to a timetable established by the Conference Committee.
2. Arranging for the transfer of all pertinent files to the incoming Chair-elect.

3. An annual report from the Chair-elect to the Chair normally is not required unless the Chair has assigned special duties to the Chair-elect.
4. Sending to the Division Archives all worthwhile papers of genuine historical importance during years of tenure, as described in Archivist section. The files should include fax or e-mail messages, correspondence and summaries of all verbal communications which relate to the business of the Division and should be maintained in the records.
5. Selecting and coordinating a Program Committee for the annual conference at which the Chair-elect is responsible for programming.

*Expenses:* The Division may provide financial support of up to \$1000 each to defray expenses in conjunction with attendance at the SLA Winter Meeting and the Annual Conference, if the incumbent's organization does not provide travel funds. Funds must be requested from the Treasurer using the Division's travel voucher and must include required receipts.

The Division will provide funding for other expenses such as postage or telephone calls if not borne by the incumbent's organization. Other expenses must be approved by the Executive Board of the Division. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form.



## Secretary

*Function:* The Secretary serves as a member of the Division Executive Board. The elected term of office is two years.

*Qualifications:* The Secretary must be a member, associate member, or retired member of the Association, as well as a member of the Biomedical and Life Sciences Division.

### *Duties:*

1. To record minutes of the annual business meeting and the Executive Board meeting at the annual conference. The Executive Board notes may or may not be formalized as minutes for distribution. The annual business meeting minutes should be drafted, approved, and distributed via the summer issue of the Division newsletter.
2. To prepare five copies of approved minutes of the above and send two copies to the Division Cabinet Chair, one copy to the Chair, one copy to the Archivist, and one copy to the editor of *Biofeedback* for publication.
3. To maintain minutes for the previous four years.
4. To review the appropriate sections of the *Procedures Manual* in February and submit corrections, revisions, and a complete set of forms to the Director for inclusion in the next edition.

### *Reports and Records:*

The Secretary is responsible for:

1. Preparing an annual report upon the request of the Division Chair.
2. Submitting the minutes of the annual business meeting to the Division Cabinet Chair and the Division Chair.
3. Distributing the names, addresses, phone numbers, etc. of Division officers and committee members to appropriate SLA offices by SLA deadlines and to the Bulletin Editor and editor of the Division Web page. Keeping track of roster changes throughout the year.
4. Arranging for the transfer of files to successor before the annual meeting or to the Division Archives, as appropriate. At the end of operational year all files more than one year old should be transferred to the Archives. (Exception should be made for files which are necessary to maintain continuity, such as for special Division projects which have a longevity greater than one year, as well as for ongoing publication activities, such as *Biofeedback*). All other files and the Division *Procedures Manual* should be transferred to incoming Secretary. Files should include any important fax or e-mail messages, correspondence and summaries of all verbal communications which relate to the business of the Division and should be maintained in the records.

*Expenses:* The Division will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Division Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form.

Rev. 4/00, J. Perez

## **Treasurer**

*Function:* The Treasurer serves as a member of the Division Executive Board, records all financial records, and prepares the Annual Financial Statement, which must be audited. All financial transactions are closed and reported as of December 31st. The elected term of office is two years.

*Qualifications:* The Treasurer must be a member, associate member, or retired member of the Association, as well as a member of the Biomedical and Life Sciences Division.

### *Duties:*

1. To collect, deposit, and expend the funds of the Division as required and authorized by the Chair.
2. To keep an accurate and detailed record of Division funds, to be able to report the financial condition of the Division, when ever such a report is required. The account of the Division funds is audited annually.
3. To draw and sign checks on behalf of the Division. (Two signatures on checks are not required, but the account carries both Treasurer and Division Chair as authorized signatories.)
4. To obtain receipts for all monies expended.
5. On receipt of a list of advertisers from the Editor of *Biofeedback*, the Treasurer will bill the sponsoring companies.
6. To alert the person(s) in charge of soliciting contributions for the SLA Annual Conference (e.g. Fund Development Committee Chair) when payments are received.
7. To furnish the Division Chair and Executive Board guidance in the preparation of the annual budget.
8. The Treasurer and Chair in consultation will appoint an Auditor in conformity with the current Association guidelines.
9. To provide the Auditor, in January, the Annual Financial Statement for the previous calendar year for certification.
10. To review the appropriate sections of the *Procedures Manual* in February. Submit corrections, revisions, and a complete set of forms to the Director for inclusion in the next edition.

### *Reports and Records:*

The Treasurer is responsible for:

1. Preparing the Annual Financial Statement for the Division, using forms and instructions sent out by the Association each year. The fiscal year of all Divisions begins January 1 and ends December 31. All financial records must be maintained on this basis. The audit should be done by an auditor appointed by the Division Chair under the Association guidelines. Copies of the statement must be sent to the following: SLA Director, Financial Services (as many copies as requested in the Annual Financial Statement instructions); one copy to the Division Chair; one copy to the Division Archives. One copy is retained in the Treasurer's file.

Delay in providing proper reports or corrections will result in a delay the Division's allotment check.

2. Preparing an annual report upon the request of the Division Chair.

3. Arranging for transfer of files to successor before the annual meeting or to the Division Archives, as appropriate. At the end of operational year all files more than one year old should be transferred to the Archives. (Exception should be made for files which are necessary to maintain continuity, such as for special Division projects which have a longevity greater than one year, as well as for ongoing publication activities, such as *Biofeedback*). All other files and the Division *Procedures Manual* should be transferred to the incoming Treasurer. Files should include any important fax or e-mail messages, correspondence and summaries of all verbal communications which relate to the business of the Division and should be maintained in the records.

#### *Operational Procedures:*

1. All funds must be deposited to a bank account of the Division as promptly as possible. Each deposit must be identified by source. The Division may have savings accounts as well as a checking account. The transfer of funds from checking to savings should be based on the amount of money in the Division's possession and on the amount of activity in the checking or savings account.

2. To avoid currency exchange problems, it is advisable that the accounts be in banks in the U.S. rather than Canada. A bank may require the adoption of bank resolutions by the Division's Executive Board. Two check signatures must always be registered with the banks. All bank accounts must be in the name of the Special Libraries Association (for example: SLA, XYZ Division); a bank account must not be in the name of the individual.

3. A simplified, single-entry bookkeeping system is sufficient for most divisions. Books should be maintained in electronic format and the data must be passed on to the next treasurer.

4. Every expenditure must be authenticated by an invoice, receipt, or other formal justifying document.

#### *Bank Accounts:*

1. There is a checking account and an account with the SLA Pooled Fund.

2. Checking account requires signature of either the Treasurer or Chair on checks. Both are on the signature cards as being able to write checks and can be signed by either one. This is true of the SLA pooled account as well as the checking account.
3. It is recommended that the checking account be left in the same banks and not changed every time there is a new Treasurer. Changes in banks may be proposed to the Executive Board when it is in the financial interest of the Division to do so.

*Expenses:* The Division will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Division Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form.

Travel funds of up to \$1000 for both the Division Chair, Chair-elect and Program Planner for the immediate forthcoming Conference to attend the SLA Winter Meeting and for both the Division Chair and Chair-elect to attend the SLA Annual Conference are made available upon request and submission of travel vouchers.

*Budget:* The Division Budget is a planning document, used to project future income and expenditures.<sup>1</sup>

#### Items of Note:

1. The Treasurer shall be aware that there may be times when it is necessary to have checks payable in foreign currency.
2. The Annual Report to the Association is due in January. A mid-year report is due in June. This is the final action for the Treasurer at the end of his or her term.
3. The Treasurer supplies copies of travel vouchers and committee expense report forms to officers and committee chairs. Original receipts are required for reimbursement.
4. All fund expenditures made by the Treasurer must be approved by the Division Chair by his or her signature on a committee expense form.

<sup>1</sup> It is important that at the annual meeting, the Executive Board and the Committee Chairs meet to discuss the projected budget. This will give the Treasurer an opportunity to know to whom she/he will be corresponding with regard to money matters, and to brief everyone on the budgetary process (i.e. the use of travel vouchers and committee expense reports--see attached).







**Special Libraries Association**  
BIOMEDICAL AND LIFE SCIENCES DIVISION

**CHECK REQUEST AND PAYMENT APPROVAL FORM**

Please send to Chair, Chair-Elect, Past Chair or Director for approval

**Request Date:** \_\_\_\_\_

**Requester Name:** \_\_\_\_\_

**Date Check Needed:** \_\_\_\_\_

**Pay to the Order of:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Mail to:** \_\_\_\_\_

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

**Purpose of check:** \_\_\_\_\_

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

**Approved by:** \_\_\_\_\_

**Division Office:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**Date received by treasurer:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_ **Check Number:** \_\_\_\_\_

**Treasurer's Initials:** \_\_\_\_\_



# SAMPLE TREASURER'S REPORT, ANNUAL BUSINESS MEETING

## TREASURER'S REPORT, 1977

SPECIAL LIBRARIES ASSOCIATION  
EVERYTHING SPECIAL DIVISION  
June 2, 1977

The Division entered the 1977 fiscal year with a healthy balance of \$2,410.80 in the current operating fund. This balance represents a gradual accumulation of surplus funds over a five year period.

Our major source of income is the allotment from the Association Office, which is based on Division membership. Last year the Association allotted \$2.50 for each Division member on record as of December 31, 1976, for a total of \$2,012.50. In addition to our SLA allotment check, the Division received a gift of \$150 from the Bindery Corporation of America to help defray hospitality expenses at the 1977 New York Conference.

The Everything Special Division uses the operating fund to pay for conference expenses including honoraria for speakers, facility and equipment rental, hospitality expenses, and student tickets. The 1977 New York Conference expenses have not been fully determined; as of now we have expended \$295. The operating fund also pays for the printing and mailing of three newsletter issues which are sent free to all members of the Division. Newsletter expenses were \$590 for the January and May issues. \$85 was spent to mail election ballots.

Our income for the year, to date, was \$2,162.50 and our expenditures amounted to \$970, which leaves a current balance on hand of \$3,603.30. If expenses are not greater than anticipated we should show a modest increase in our year-end closing balance.

A three-year summary of income and expenditures is attached.

Respectfully submitted,

Evelyn Mills, Treasurer

## Director

*Function:* The Director serves as a member of the Division's Executive Board and at the request of the Chair participates in the general supervision of the Division activities. The elected term of office is two years.

*Qualifications:* The Director must be a member, associate member, or retired member of the Association, as well as a member of the Biomedical and Life Sciences Division.

*Duties:*

1. To attend the Division Executive Board meetings.
2. To initiate and develop ideas for Division planning and activities.
3. To act as Parliamentarian at Division business meetings.
4. To review and revise the *BIO Procedures Manual* annually and distribute it (in print and/or via the Division Web page) to all Division officers and committee chairs.
5. To send a copy of the updated procedures to the Division Archivist.
6. To review the long-range plan and insure that it is revised on schedule.

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.

*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

## **Guidelines for Revising the *BIO Procedures Manual***

The *BIO Procedures Manual* is revised annually to reflect the current practices of the Division. This task falls to the BIO Director. Following are guidelines to help the Director with this task.

1. In January solicit changes from each BIO Executive Board member and appointed officials.
2. Compile the list of changes in March and send to each BIO Executive Board member for consideration at the annual board meeting.
3. Incorporate approved changes in the *Procedures Manual* and distribute the new pages to the appropriate people. Be sure to put a revised date on the pages of the *Manual* that have been revised.
4. Every 5 years, distribute the appropriate pages from the *Manual* to the officers and appointees and ask for a complete review.
5. Revise the pages as suggested and then distribute the revised *Manual* to the BIO Executive Board at least 2 weeks prior to the BIO Executive Board meeting. Ask that the *Manual* be put on the agenda for discussion and ratification.
6. Make sure any changes conform to the Division bylaws. Any conflicts must go to the BIO Executive Board for resolution or referral to the Bylaws Committee.
7. Send copies of all revisions to the BIO Archivist and electronic copies to the BIO Webmaster for inclusion on the BIO home page.
8. Keep copies of the *Manual* in electronic format (one format should be ASCII). The electronic format and the printed copy should be passed on to the next Director.

## Past Chair

*Function:* The Past Chair serves in an advisory capacity as a member of the Division Executive Board.

*Qualification:* The Past Chair has served as Chair of the Division in the preceding year. The Past Chair must be a member, associate member, or retired member of the Association, as well as a member of the Biomedical and Life Sciences Division.

*Duties:*

1. Serves the Chair as required.
2. Examines Division bylaws and recommends necessary revisions. Submits these revisions to the Executive Board for approval. If approved, follows Association procedures for official amendment of bylaws.
3. Reviews the appropriate sections of the *Procedures Manual* in February and submits corrections, revisions, and so forth to the Director for inclusion in the next edition.

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.

*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

## **Executive Board**

*Function:* The Biomedical and Life Sciences Division Executive Board shall have the responsibility and authority to manage the Division's property and to regulate and govern its affairs within the limits of the Division's bylaws and the bylaws of the Special Libraries Association.

*Membership:* The Board shall consist of six members elected by the membership of the Division: Chair, Chair-elect, Secretary, Treasurer, Director, and Past Chair.

*Duties:*

1. To determine policies and changes in policy within the limits of the bylaws of the Association and of the Division.
2. To take such actions as it considers necessary to carry out objectives of the Division.
3. To provide policy guidelines for *Biofeedback*, particularly as they relate to business matters, such as reviewing the budget.
4. To establish standing and special committees, responsible to the board. The board shall delegate to each committee those functions and responsibilities necessary for accomplishing the objectives of the Division. Committee chairs shall submit an annual report to the Chair of the Division by April 1, or on another mutually agreed upon date. The board shall determine term of appointments and shall have the authority to abolish, combine, or alter committees. The term of office for appointees shall be from July 1-June 30.
5. The Executive Board shall appoint the Nominations and Elections Committee in accordance with Article IX of the Division bylaws.

*Reports and Records:* Summaries of actions taken at Executive Board meetings shall be prepared by the Secretary and distributed to board members.

*Expenses:* See notations for individual officers.

## Appointed Positions

Archivist

Guidelines for Division Archives

Awards

Auditor

*Biofeedback* Editor

BSDNET-L Owner

Bylaws

Contributed Papers Session

Fund Development

Government Relations

Liaisons

Membership

Guidelines for Membership

Membership Brochure

Nominations and Elections

Suggested Timetable

Professional Development

Program

Program Committee Guidelines

Speaker Expenses

Public Relations

Publications

Representatives

Student Relations/Career Guidance

Vendor Relations

## Archivist

*Function:* The Archivist is responsible for receiving, organizing, filing, and maintaining archival copies of records for the Biomedical and Life Sciences Division.

*Qualifications:* The Archivist should be a member, associate member, or retired member of the Association, as well as a member of the Biomedical and Life Sciences Division, and should have a concern for and genuine interest in maintaining records in accordance with the Association guidelines and the Biomedical and Life Sciences Division's needs.

*Appointment:* The appointment of Archivist has no set expiration and Archivists generally serve on a continuing basis. If needed, the Archivist may appoint other Division members to assist with the Archives.

### *Duties:*

1. To arrange for storage of the Archives in a suitable location which is easy for the Archivist to reach. Such facilities should take into consideration special needs for temperature and humidity control, if needed, in accordance with Association guidelines.
2. To organize, select, and file materials according to the *SLA Guidelines for Division Archives*, available via World Wide Web on the SLA home page (<http://www.sla.org/membership/irc/divarcgd.html>). Discard materials which are not needed as per the *Chapter and Division Records Retention Policy*, issued as Attachment II in the Web document above.
3. To review the appropriate sections of the *BIO Procedures Manual* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next edition.
4. By deadline determined each year (typically August), submit an estimated budget to the Treasurer.

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

*Transfer of Materials to Archivist:* (This paragraph replaces the one on page 7-3 of the *Association Guidelines for Divisions*.) Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see *Chapter and Division Records Retention Policy* on the Web), and items which have retention value should be sent to the Archivist. This retention of a predecessor's files will provide for better continuity between incumbents of offices and chairs than is provided in the Association's guidelines. The Executive Board or committee chairs may keep copies of any relevant materials but original materials should be transmitted to the Archivist on the regular schedule.

Rev. 1/99, A. Schiff



## **Auditor**

*Function:* The auditor examines and verifies the books of the Treasurer for the Annual Financial Statement.

*Qualification:* The Auditor must be a member, associate member, or retired member of the Association, as well as a member of the Biomedical and Life Sciences Division. The Auditor must NOT be a current or incoming officer of the Association or of any Chapter or Division.

*Appointment:* The term of appointment is one year, renewable annually. The Treasurer and Chair in consultation will appoint an Auditor in conformity with the current Association guidelines.

*Duties:*

The Auditor must:

1. Verify opening balance with previous closing balance.
2. Verify all arithmetical computations.
3. Verify bank balances.
4. Verify all checks written and outstanding.
5. Sign with the Treasurer, the Annual Financial Report.
6. Review the appropriate sections of the *Procedures Manual* annually in February. Submit corrections, revisions, etc. to the Director for inclusion in the next edition.

*Reports:* None

*Expenses:* The Division will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Division Executive Board. . Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form.

## Awards Committee

*Function:* The Awards Committee currently administers two awards: 1) Distinguished Member Award (DMA), established in 1996; and 2) Winifred Sewell Prize (WSP), established in 1999. The committee identifies BIO members for association level awards and prepares nomination packets for the Division Chair to forward to the SLA Awards Committee following Executive Board approval.

*Qualifications:* The Chair and committee members must be members, associate members, or retired members of the Association as well as members of the Biomedical and Life Sciences Division.

*Appointment:* The term of appointment is two years, renewable once.

*Duties:*

1. Write two articles for *Biofeedback* and BSDNET-L soliciting nominations for the DMA and WSP.
2. Receive nominations and, after the deadline for nominations, evaluate the nominees according to the committee's evaluation criteria for the DMA and WSP. This must be done by April 1st.
3. Arrange for certificates for the DMA recipient and any other BIO members the Chair designates for recognition that year.
4. Arranges for an engraved gift for the DMA recipient and plaque for WSP recipient.
5. Prepare citations for awards that Division Chair will read at Annual Business Meeting.
6. Provide copies of citations for awardees.
7. Notify Division Chair of awardees. [Division Chair will contact WSP recipient, arrange for free 1 day registration to SLA and for ticket for recipient to the Annual Business Meeting breakfast.]
8. Write award recipients' employers announcing the award. Send letters June 1.
9. Prepare items for the Membership Column of *Information Outlook* on award/prize recipients.
10. Notify award/prize recipients' home chapters of their awards.
11. Write a final *Biofeedback* article after the annual meeting in order to mention all awardees and to thank committee members.
12. To review the appropriate sections of the Procedures Manual in February and submit corrections, revisions, and so forth to the Director for inclusion in the next edition.

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule. In addition the Awards Chair should keep copies of all letters to the awardees on file, copies of all *Biofeedback* articles, and all correspondence from SLA headquarters agreeing to waive registration.

*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

## ***Biofeedback Editor***

*Function:* The Editor of the Division bulletin, *Biofeedback*, is responsible for collecting, editing and publishing articles and notices of interest to the Division membership.

*Qualifications:* The Editor and other Committee members must be members (members, associate, student, or retired) of the Association, as well as members of the Biomedical and Life Sciences Division.

*Appointment:* The terms of appointments are not set. An Assistant Editor and/or committee members may be appointed by the Editor if needed. Such appointments are made with Chair approval.

### *Duties:*

1. Consult with the Executive Board and Treasurer to establish a budget. Must request permission of Division Chair to exceed that budget. Submits an estimated budget to the Treasurer each year by the deadline (typically August) established.
2. Solicit articles from members for the publication.
3. Edit copy to ensure proper spelling and so forth.
4. Work with the Division Chair, Chair-elect, and Fund Development Committee to obtain paid advertisements to help cover the expenses of the bulletin. Paid advertisements should not exceed 25% of the page count of any issue. To all interested advertisers send the following: a cover letter which explains the benefits of advertising, how many subscribers to *Biofeedback*, and the demographic makeup of the Division, the *Biofeedback* fact sheet, a sample issue of *Biofeedback*, and a copy of the fundraising brochure listing sponsorship opportunities.
5. Reviews specifications and rates for advertising and submits the recommended changes to the BIO Executive Board for review and approval.
6. Invoicing for advertising will be done by the Treasurer. The editor will supply the Treasurer with a list containing the following information: Amount due; Issue and date ad appeared; size of ad placed; Contact address. Obtain copies of the newsletter to include tear sheets of the ads to all advertisers with invoices.
7. Whenever possible, utilize special mailing rates for non-profit organizations for distribution of *Biofeedback*.
8. Ensure that one issue of *Biofeedback* is mailed in time to present the candidates for Division offices and ask for other nominations in time to meet the deadline (90 days in advance of the Annual Business meeting). Work closely with the Nominations and Elections Committee Chair to insure this deadline is met.

9. Updates Division roster information upon notification from the Chair, Secretary, or other Division members. Informs the Web page editor of any necessary roster changes.
10. Attends Annual Business and Executive Board Meetings when possible.
11. Reviews the appropriate sections of the *Procedures Manual* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next edition.

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Records:* Two copies of each issue of *Biofeedback* shall be sent to the Archivist. One copy shall be sent to SLA Headquarters. Copies of advertising ("tear sheets") may be required to be sent to advertisers. Two copies of book reviews are generally requested by publishers of reviewed books.

Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.

*Expenses:* Within bounds of the annual budget, funds will be made available for the expenses of this committee: printing, paper, postage, telephone calls which are not absorbed by an individual's institution. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

## **BSDNET-L Owner**

*Function:* The BSDNET-L Owner is responsible for the day-to-day maintenance of the BSDNET-L LISTSERV® list, including troubleshooting list problems such as bounced mail, changed or unrecognizable e-mail addresses.

*Qualifications:* The list owner must be a member, associate member, or retired member of the Association, as well as a member of the Biomedical and Life Sciences Division. If the list is hosted by an institution other than the Association, the list owner must be affiliated in some way with that host institution.

*Appointment:* The term of appointment is not fixed.

*Duties:*

1. Manage the daily operations of running a LISTSERV® list, including troubleshooting list problems and dealing with complaints, queries, technical problems, etc. Resolve LISTSERV® errors caused by bounced mail, changed or incorrect e-mail addresses, full mail boxes, etc., by working with the LISTSERV® manager at the host institution, or directly with subscriber having problems accessing or using the LISTSERV®.
2. By deadline determined each year (typically August), submit an estimated budget to the Treasurer.

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Records:* E-mail communications with the host institution's list manager are kept as a record of problems/solutions encountered. Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.

*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each

item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

Rev. 4/00, J. Perez

## Bylaws Committee

*Function:* As needed, the Division Executive Board may establish a Bylaws Committee, as either a standing or special committee, to keep abreast of Association bylaws changes and to draft Division bylaws changes as recommended by the Board.

*Qualifications:* The Past Chair of the Division serves as Chair of any Bylaws Committee established by the Division Executive Board. Committee members must be members, associate members, or retired members of the Association, as well as members of the Biomedical and Life Sciences Division.

*Appointment:* If the committee is established as a standing committee, the Division Chair appoints members for a term of two years, renewable once.

### *Duties:*

1. Each Division has its own bylaws that must be approved by the Association Bylaws Committee and may not be in conflict with Association bylaws. When Association bylaws are amended or revised, the Division must amend or revise its bylaws accordingly.
2. Proposed changes to the Division bylaws are first submitted to the Division Executive Board, then to the Association Bylaws Committee (for review) and finally to the Division membership. Note: proposed changes must be reviewed by the Association Bylaws Committee before being submitted as proposed changes to the Division membership for their approval.
3. To review the appropriate sections of the *Procedures Manual* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next edition.
4. By deadline determined each year (typically August), the Committee Chair shall submit an estimated budget to the Treasurer.

### *Reports:*

1. The Bylaws Committee should draft bylaws revisions.
2. An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.



*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

Rev. 1/99, A. Schiff

## Contributed Papers Session Committee

*Function:* The Committee solicits and organizes the contributed papers session at the Annual Conference.

*Membership and Appointment:* The Committee consists of four members: the Senior Co-Chair, the Junior Co-Chair, the Second-Year Member, and the First-Year Member. The First-Year Member shall be appointed annually in the month of April, or when unexpected vacancies arise. Committee members and the Division's Chair-elect, as Chair, will form a search committee to select new committee members, with the Division's Chair-elect formally appointing new members. All members advance in "seniority" to fill vacant position(s). All incoming members to the committee will start as first-year members, and will have the first year to orient themselves to the duties of the committee. All appointments to the committee shall be made in agreement with members of the standing committee. The Senior Co-Chair cycles off the committee after the Annual Conference, under normal conditions, all positions advance and the committee operates for two months, with two First Year Members until the Senior Co-Chair cycles off.

*Qualifications:* The Chair and Committee members must be members, associate members, or retired members of the Association, as well as members of the Biomedical and Life Sciences Division.

*Duties:*

The Committee is responsible for printing and distributing the published proceedings of the Contributed Papers Session each year at the Annual Conference.

Senior Co-Chair:

1. Serves as a member of the Division Programming Committee.
2. Communicates meeting's needs with BIO chair (room requirements, equipment and so forth).
3. Is responsible for organizing the group in previous fiscal year.
4. Is responsible for initiating preliminary call for papers.
5. Organizes consensus for what goes into preliminary call for papers.
6. Appears as co-contact person on Preliminary Call for Papers.
7. Coordinates with Junior Co-chair of SLA Contributed Paper session.
8. Sends titles and abstracts with topics general in nature to SLA.
9. Receives bioscience-related abstracts from SLA.
10. Collect abstracts.
11. Serves as Review Committee Chair.
  - distributes guidelines for review/score scheme
  - distributes score sheets with abstracts
  - collates scores
  - conducts conference call
  - notifies participants
12. Notifies participants of deadlines.
13. Communicates with participants throughout the year.
14. Collects consent forms and full-text.

15. Serves as co-convenor.
16. Hands over supporting procedural materials to Junior Co-Chair at the end of the year.
17. Touches base with participants (in November and then again in late February) and confirms accuracy of bibliographic citations of each presentation as each will appear as an entry in both the preliminary program and the final program.
18. Reviews the appropriate sections of the *Procedures Manual* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next edition.
19. By deadline determined each year (typically August), submits an estimated budget to the Treasurer.

#### Junior Co-Chair:

1. In late November, early December (well before the Winter Meeting), asks Chair-elect of Division the title (topic) of the session over which current Chair-elect will serve as Chair and Junior Co-Chair will serve as Senior Co-Chair.
2. Previous year, by January, works with First-Year member to fill committee for new term. This is coordinated among Junior Co-Chair Elect, Second-Year Member, and existing First-Year Member. All three select the new First-Year Member to fill a vacancy as Senior Co-Chair moves off committee. It is important that First-Year Member is involved as incoming member will be his/her Co-Chair as officers move forward.
3. Administers marketing of the CPS.
4. Appears as co-contact person on Preliminary Call for Papers.
5. Collects abstracts and forwards them to Senior Co-Chair.
6. Serves on Review Committee.
  - generates hard copy of Proceedings
  - merges full-text into Proceedings
  - writes foreword to Proceedings.
7. Is responsible for getting Proceedings copied and delivered to CPS.
8. Mails pre-conference copies to BIO Board, participants, advertisers, archives.
9. Serves as co-convenor.
10. Turns over materials to incoming co-chair, other materials to archives.
11. If changes are made in the program, works with SLA Headquarters to have them put into the Conference Update.

#### Second Year Member

1. Markets Contributed Paper Session.
  - develops fliers
  - distributes fliers at annual meeting
  - posts on electronic discussion lists 3 times during the summer
2. Serves on Review Committee.
3. Participates in nominating incoming members of the committee.
4. Works with the First Year Co-chair and BSD Chair-elect.
5. Works with Junior Co-chair and First Year Member to nominate and select new committee member as Senior Co-chair rotates off the committee.
6. Sees that the CPS is set up.
  - distributes proceedings

stores left-over proceedings

keeps copies available for 1 year, should they be requested

7. Turns over materials to incoming First-Year Member, other material to first year Co-chair to send to archives.

First Year Member:

1. Receives copies of all messages sent between current committee members to get a feel for the duties/problems he/she will face as a committee member.
2. Takes active role in nominating new committee member (knowing new member will eventually be his/her Co-Chair).

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.

*Expenses:* The Division will provide funding for expenses for the Contributed Papers Session including room rental, equipment, and the cost of publishing the contributed papers as well as expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

## **Fund Development Committee**

*Function:* The Fund Development Committee is responsible for soliciting sponsorships for programming at the annual meeting.

*Qualifications:* The Chair and Committee members must be members, associate members, or retired members of the Association, as well as members of the Biomedical and Life Sciences Division. The Chair of the Vendor Relations Committee is also a member of this committee.

*Appointment:* The term of appointment is two years, renewable once.

*Duties:*

1. Develop a strategy for fund raising for the Division that conforms to the regulations of the Special Libraries Association and in keeping with the organization's Section 501(c)(3) nonprofit status.
2. Identify, maintain, and update a list of previous and potential sponsors, including corporation names, personal contacts, current addresses, telephone and fax numbers, and electronic mail addresses. In addition, the Committee shall maintain records of previous years' fundraising results.
3. Identify, maintain, and update grant sources.
4. Annually, solicit sponsors for Division programs held at the annual Conference.
5. Solicit advertising for *Biofeedback*.
6. Maintain contact with SLA Headquarters to determine what support services and information are available to assist in fulfillment of duties.
7. Update annually the Fundraising Brochure which is mailed to potential sponsors. The brochure should be completed shortly after the annual Conference and included as an insert in the Summer issue of *Biofeedback*.
8. Inform the Program Committee Chair of all sponsorships obtained, listing sponsor's name, contact person, amount, and program to be sponsored. This must be done in time for the Program Committee to develop the program.
9. Review the appropriate sections of the *Procedures Manual* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next edition.
10. By deadline determined each year (typically August), the Committee Chair shall submit an estimated budget to the Treasurer.

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.

*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

## Government Relations Committee

*Function:* The Chair works with the Government Relations Staff at SLA Headquarters to alert and inform Division members about legislative matters or government decisions that are of interest to the library and information science community.

*Qualifications:* The Chair and committee members must be members, associate members, or retired members of the association, as well as members of the Biomedical and Life Sciences Division.

*Appointment:* The term of appointment is two years, renewable once.

*Duties:*

1. Reports significant governmental decisions to *Biofeedback*.
2. Reviews the appropriate sections of the *Procedures Manual* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next edition.
3. By deadline determined each year (typically August), the Committee Chair shall submit an estimated budget to the Treasurer.

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.

*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

## **Liaisons**

*Functions:* Liaisons act as an official link between the Biomedical and Life Sciences Division and other official entities of the Special Libraries Association. Liaisons are appointed at the request of the Association.

*Qualifications:* A liaison must be a member, associate member, or retired member of the Association, as well as a member of the Biomedical and Life Sciences Division.

*Appointment:* A liaison is appointed for one year, and may be reappointed twice (i.e. may serve for three consecutive years maximum).

*Duties:*

1. Ensures that the Biomedical and Life Sciences Division is kept informed of initiatives and projects of the Association in that area of interest. This is done by establishing a relationship with the SLA Unit and receiving news, reports, updates, and other information.
2. Reports information that is of interest to the Division by all means available including the BSDNET-L list, announcements at the annual business meeting, or *Biofeedback*.
3. Liaisons are kept aware of BIO activities by communicating with the BIO Chair; participating in discussions of any round table or informal groupings of division members of interest, and monitoring BSDNET-L list.
4. Informs the appropriate SLA Unit of BIO initiatives and projects of BIO of interest to that group by communicating with the appropriate executive officer and participating in any electronic discussion list activity. Liaisons may also attend business meetings of groups of interest and report back to each group on the others' activities.
5. Reviews the appropriate sections of the *Procedures Manual* in February and submits corrections, revisions, and so forth to the Director for inclusion in the next edition.
6. By the deadline determined each year (typically August), liaisons must submit an estimated budget of expenses to the Treasurer.

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.



*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

Rev. 1/99, A. Schiff

## Membership Committee

*Function:* The Membership Committee serves the Division as the welcoming point for new members and as recruiting and retaining force for the Division. The Membership Chair serves the Division by maintaining accurate and timely records of the Division membership. The Committee handles the recognition of the 50-year Landmark Members and any other recognition of member anniversaries.

*Qualifications:* The Chair must be a member, associate member, or retired member of the Association, and an actively involved member of the Biomedical and Life Sciences Division. Members of the Committee may be new members of the Division to foster greater participation and involvement in the Division. Members of the Committee must also hold member, associate member, or retired member status in the Association.

*Appointment:* Members of the Committee are selected jointly by the Membership Committee Chair and the Division Chair-Elect prior to the Annual Conference. Membership should represent a broad geographic spread of members in the Biomedical and Life Sciences Division. The term of appointment is two years, renewable once.

### *Duties:*

1. Maintain up-to-date membership records as received from the Association Office.
2. Send letters of welcome to new members of the Association and/or the Division, and provide their names for inclusion in the Division's Bulletin. Request a short biographical sketch from new members for the New Member Profile column *Biofeedback*.
3. Supply updated information on members' addresses, telephone numbers, etc. for inclusion in *Biofeedback*.
4. Supply items for the Division bulletin appropriate for encouraging recruitment of new members.
5. Remind members to renew membership.
6. Contact members with delinquent Association dues encouraging continuation of membership.
7. Provide membership information to appropriate Division personnel as requested.
8. Maintain contact with the Association Office as to what support services and information are available to assist in the fulfillment of duties.
9. Perform other functions as may be assigned by the Division Chair.
10. In concert with the Executive Board, develop a plan for the recruitment of new members and ways to retain them within the Division.

11. Analyze the composition of members of the Division as to membership type and institutional affiliation for Division's Committees use after the June 30 membership data has been compiled by the Association Office.
12. Determine who are the 50-year Landmark Members for the current year. Send letters congratulating the 50-year Landmark Members and invite them to attend the annual SLA meeting and in particular the BIO business meeting and hospitality functions.
13. By January 1, request a waiver of registration for the 50-year members from SLA headquarters.
14. Arrange for certificates for the 50-year Landmark Members and any other BIO members given anniversary recognition. Arrange for corsages for the Landmark Members attending SLA Annual.
15. Annually revise and update the Division promotional brochure.
16. Review the appropriate sections of the *Procedures Manual* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next edition.
17. By deadline determined each year (typically August), the Committee Chair shall submit an estimated budget to the Treasurer.

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.

*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

## Guidelines for Membership

*Transition:* To foster a smooth transition from one committee chair or officer to his/her successor, at the end of the annual business meeting, there shall be a special session of the outgoing and incoming officers and committee chairs to discuss the duties and activities of that office, to go over the relevant sections of the bylaws and *Procedures Manual*, and to arrange for the transfer of appropriate records. Unfinished activities and goals of the Division are also pertinent topics for discussion.

### *General Information:*

Membership records are maintained at the Association Office. Applications for new membership; questions regarding membership for individuals or organizations; change of address; and requests for change in Chapter, Division, or Section affiliation should be forwarded immediately to the Manager, Membership Development or Supervisor, Membership Records at the Association Office.

Copies of the Division bylaws are available to the membership upon request to the Membership Committee Chair.

Members should be reminded to pay dues directly to the Association Office. No membership data are official until after notification from the Association Office.

During the summer, an alphabetical printout of Division members with addresses (as of June 30) will be sent from the Association Office to persons designated to receive it. This is the official roster. **The old roster should be discarded immediately to avoid perpetuation of errors.** It is **not necessary** to keep old rosters in your Division archives. Revisions will be sent once a month to indicate changes in name, address, division membership, etc. A roster of the Division may also be requested on diskette from the Association Office at any time during the year. Membership labels for a Division-wide mailing may be requested from the Association Office at any time during the year.

Codes for membership category, chapter affiliation, and division affiliation appear to the right of the member's name and address on the printout. A list of current code numbers is sent with the June 30 printouts.

Throughout the Conference, the Biomedical and Life Sciences Division sponsors a variety of programs including workshops, exhibits, continuing education courses, invited papers and speakers, an annual business meeting, field trips, and social events. These sessions provide opportunities for Division members to network and exchange information regarding their work in the life and health sciences.

The Biomedical and Life Sciences Division organized or co-sponsored eight programs at the 1999 Annual Conference in Minneapolis, Minnesota:

*CDC Information on the Web*

*Contributed Papers Session - Getting the Message Across*

*Have I Got a Deal for You: The Art of Negotiating Electronic Licenses*

*Role of Information in the Quality of Health Care*

*Superfish and Tolerant Corn: Transgenic Organisms*

*Toxicology Roundtable*

*Vendor Roundtable*

*Winner's Circle of Science Sites*

BIO also arranged the continuing education course *Online Resources in Alternative Medicine*, and sponsored or co-sponsored field trips to the Minnesota Zoo and a Green Thumb Tour.

Future Annual Conference sites include:

- 2000 Philadelphia
- 2001 San Antonio
- 2002 Los Angeles
- 2003 New York
- 2004 Nashville
- 2005 Toronto
- 2006 Baltimore

**Corporate Sponsors of the Biomedical and Life Sciences Division, 1999 Annual Conference**

- American Chemical Society
- BIOSIS
- CABI
- Cambridge Scientific Abstracts
- Chemical Abstracts
- CISTI
- EBSCO
- Elsevier Science
- Health Sciences Library of Minnesota
- ISI
- John Wiley and Sons, Inc.
- Majors Scientific Books, Inc.
- Merck Research Laboratories
- Ovid Technologies, Inc.
- Rittenhouse
- SilverPlatter
- Springer-Verlag

### Membership Information

The Biomedical and Life Sciences Division of SLA invites you to join our professional organization. For further membership information contact:

Special Libraries Association  
Membership Department  
1700 Eighteenth Street, NW  
Washington, DC 20009  
USA  
(202) 234-4700 (Extension 648 or 671)  
Fax: (202) 234-2442  
E-mail: [christine@sla.org](mailto:christine@sla.org) or [sherry@sla.org](mailto:sherry@sla.org)  
<http://www.sla.org/membership/index.html>

(Revised 01/00 by the BIO Membership Committee)



# BIOMEDICAL AND LIFE SCIENCES DIVISION

**Come join  
your colleagues!  
Over 700 are here  
to help you!**

## What is the Biomedical and Life Sciences Division?

The Biomedical and Life Sciences Division (BIO) is an international professional Division of the Special Libraries Association (SLA), the second largest library and information related association headquartered in North America and the third largest in the world.

The scope of the Biomedical and Life Sciences Division encompasses all aspects of the life sciences, both pure and applied, including: biology and biochemistry, zoology and botany, microbiology, genetics, biotechnology, evolution, ecology, veterinary and human medicine, health sciences, and other aspects of the life sciences not specifically noted, or encompassed by another SLA Division. The Division promotes the exchange of information and ideas about trends and advances in information storage, retrieval and analysis, collection management, and dissemination of knowledge in these fields to support research, education, and commercial endeavors.

## The Medical Section

The Medical Section of the Biomedical and Life Sciences Division, formed in 1996, serves as a forum for Division members who are engaged or interested in the exchange of information in the biomedical and health sciences, and the acquisition, organization, dissemination, and use of such information in all formats. Membership in the Medical Section is available at no charge to all BIO members by contacting the Membership Department at SLA headquarters. Approximately one fourth of BIO members are also members of the Medical Section.

## Leadership Opportunities

The Biomedical and Life Sciences Division includes an Executive Board, the Medical Section, Committees, appointed positions, and liaisons to other SLA units and information organizations.

**There are plenty of opportunities for volunteer service. Let the Chair or Chair-Elect know your interests when you join!**

### BIO Executive Board, 1999-2000

Chair, Annie Malley  
Chair-Elect, Virginia Lingle  
Secretary, John Tebo  
Treasurer, Eleanor MacLean  
Director, Julia Perez  
Past Chair, Judy Wojcik

### BIO Medical Section

Chair, Pam Barnard  
Chair-Elect, Peggy Jones  
Secretary, June Carter

### BIO Committees

Annual Conference Program Planning  
Annual Conference Contributed Papers Session  
Awards  
By-laws  
Fund Development  
Membership  
Nominations and Elections  
Professional Development  
Public Relations  
Publications [Home Page Subcommittee]  
Student Relations/Career Guidance  
Vendor Relations

### BIO Appointed Positions

Archivist  
Biofeedback Editor  
Biofeedback Assistant Editor

Biofeedback Business Manager  
BSDNET-L List Administrator

### BIO Liaisons

Government Relations  
SLA Affirmative Action Committee  
SLA International Relations Committee  
Natural History Caucus  
Medical Library Association  
International Association of Marine Science  
Libraries and Information Centers

### Web site

<http://www.sla.org/division/dbio/>

### Membership Benefits Include:

- *Biofeedback*, the quarterly newsletter of the Division
- BSDNET-L, the Division discussion list
- Continuing education programs
- Annual Division meetings
- Special interest seminars, discussions, presentations, and field trips
- Networking opportunities
- Peer recognition
- Vendor updates
- Social events

**The Biomedical and Life Sciences Division of the Special Libraries Association invites you to join and enjoy the professional stimulation and fellowship of belonging to this important and diverse organization. Annual Conference**

The SLA Annual Conference is held during June in the United States or Canada.

## Nominations and Elections Committee

*Function:* Each year the Division Nominations and Elections Committee is responsible for presenting a double slate of candidates for the Division election.

Chair-elect	Elected every year
Treasurer	Elected in even numbered years
Secretary	Elected in odd numbered years
Director	Elected in odd numbered years

*Qualifications:* The Nominations and Elections Committee is appointed by the Division Executive Board no later than early March prior to the annual business meeting. This committee shall be composed of at least three members, none of whom shall be a member of the Executive Board, and only one of whom shall be a member of the previous Nominations and Elections Committee. As much as possible, committee members should be from different types of libraries and regions. Committee members must be members, associate members, or retired members of the Association, as well as members of the Biomedical and Life Sciences Division.

*Appointment:* The term of appointment is two years, renewable once.

### *Duties:*

1. The Committee should consider, select, and contact potential nominees according to the attached timetable. Candidates should be contacted until two people agree to run for each office to be elected.
2. The Committee shall obtain the written acceptance of each nominee prior to the submission of its report.
3. The Committee should also request biographical data from the nominee in standard format, such as a resume, so this information can be consolidated for the election with minimum revision or modification. Alternatively, each candidate can be asked to submit a biographical statement of not more than 150 words for inclusion in voting material.
4. The report of the Nominations and Elections Committee, i.e. the prepared slates, shall be published in the Fall issue of *Biofeedback*, or otherwise sent to Division members. Further nominations, accompanied by written acceptance by the nominee, may be entered by petition of twenty Division members and shall be filed with the Nominations and Elections Committee at least 120 days before the annual business meeting.
5. The Committee coordinates with the editor of *Biofeedback* to ensure that the qualifications of the candidates appear in *Biofeedback* before the election.
6. Election shall be by printed ballot sent to each member at least 90 days before the annual business meeting. Address labels from the Association should be requested from the Secretary or the Division Chair at least three weeks prior to the ballot mailing.
7. Recent ballot mailings have included:
  - ◆ printed ballot with election deadline noted

- ◆ brief resumes of all candidates
  - ◆ pre-addressed envelope for mailing ballot (postage to be provided by voter)
8. The Committee sorts and counts the ballots in a convenient manner. The candidate who receives the greatest number of votes for any office shall be elected. The count is verified by the Committee Chair and another SLA member. In the event of a tie, election shall be by majority vote of the members present at the Division annual business meeting. The ballots are held until the annual business meeting and then are destroyed after that meeting.
  9. The Committee informs the Division Chair and the candidates within a few days of the ballot deadline of the winners, the total number of ballots mailed out, and the total number of valid ballots received. To be valid, ballots must be postmarked on or before the deadline stated on the ballot. Voting for two candidates for any one office invalidates the ballot vote only for that office.
  10. Special elections, should the need arise, should be conducted in accordance with Article IX, Section 5 of the Division Bylaws.
  11. The Committee Chair will review the appropriate sections of the Procedures Manual in February and submit corrections, revisions, etc. to the Director for inclusion in the next edition.
  12. By deadline determined each year (typically August), the Committee Chair shall submit an estimated budget to the Treasurer.

*Reports:* The Committee Chair prepares an annual report of activities of the Nominations and Elections Committee and submits it to the Division Chair. A copy of the annual report is also sent to the Division Secretary.

*Articles for Biofeedback:*

Spring	Call for nominations and volunteers to be considered for the next year's election
Summer	None required but an update would be informative
Fall	Slate with candidates qualifications (e.g. abbreviated CV's)
Winter	Notice of upcoming election and date ballots will be mailed to members

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.

The original ballots are destroyed by the Committee Chair after the annual conference.

*Expenses:* The Division will provide funding for expenses such as postage and telephone calls, if not borne by the committee members' organizations. Other expenses may be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or a travel voucher form and be accompanied by the original receipts



for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses, such as printing and postage, may be obtained from the Division Treasurer. Requests for advances should be made in writing and include an estimate for each item to be funded. A final report of expenses for reimbursement shall be filed with the Treasurer on or before the annual business meeting.

Rev. 4/00 J. Perez

## Nominations and Elections Committee Suggested Timetable

**By March 1<sup>st</sup>:** \*Executive Board Members confer and choose at least 2 new members of the 3 member Nominations and Elections Committee and indicates which of the 3 will serve as Chair. The BIO Chair posts an announcement of the new NEC Committee to BSDNET-L and also submits the same announcement for the Spring issue of *Biofeedback*. In the same media the new NEC Chair places a call for nominations for the election for the following Spring.

**\*By April 1<sup>st</sup>:** The outgoing Nominations and Elections Chair files a report with BIO Chair.

**\*May & June:** The new NEC confers regarding possible nominees and solicits nominations. Prospective candidates should be contacted until 2 agree to run for each office. If slots remain to be filled by Annual Meeting, the committee should meet with the BIO Executive Board to identify additional qualified members. NEC should also attempt to meet with potential candidates and for that purpose should come prepared with information on the various offices and duties.

**\*June:** Chair of the outgoing NEC gives oral report at the Annual Business Meeting. Current year's NEC Chair places final call for nominations in the Summer issue of *Biofeedback*.

**\*By July 1:** Chair of outgoing NEC destroys ballots and sends remaining papers of historical importance to BIO Archivist.

**July & August:** The slate is finalized. Nominees submit their resumes or biographical sketches to the NEC. The slate and the resumes (abbreviated if necessary) are submitted to BSDNET-L, the BIO webpage and *Biofeedback* for the Fall issue. At this time, the call for nominations by petition should be made in the same publications.

**December:** Committee requests mailing labels for BIO Division members be printed in early January.

**By January 1:** Nominations by petition must be received by the Chair of NEC to be included on the ballot.

**By February 1:** Ballots are mailed to members with voting material. Ballots must be postmarked by a set date (announced on the ballot) to be valid. This date is approximately March 15<sup>th</sup> and no later than 60 days prior to the annual business meeting to be valid.

**By March 31:** Ballots should all be received.

**By Early April:** Ballots are counted. The Chair of the Division and the candidates are notified of the results of the election. Results are forwarded to BSDNET-L, the BIO webpage and *Biofeedback*.

- Note: From March through early July, **two** Nominations and Elections Committees operating, one whose work is just beginning, the other whose work is concluding.

## Professional Development Committee

*Function:* The Committee is responsible for programs designed to update the professional knowledge of members of the Biomedical and Life Sciences Division.

*Qualifications:* The Chair and all committee members must be members, associate members, or retired members of the Association, as well as members of the Biomedical and Life Sciences Division. All Committee members must have a strong interest in the continuing education of special librarians. No member may serve on the Committee more than four years.

*Appointment:* Appointments are made by the Division Chair in consultation with the current Committee Chair, along with a minimum two other members to assist with the activities of the committee. The term of appointment is two years, renewable once.

### *Duties:*

1. Generate ideas for possible continuing education programs at the SLA Annual Conference. These may include SLA CE courses, workshops or seminars, special sessions on topics of interest to biomedical/life sciences librarians, and field trips. BIO membership can be surveyed for suggestions, and the Division Chair may also generate ideas for the committee to develop.
2. Submit program ideas to the Division Chair
3. Final approval for programs, except CE courses, is the Division Chair's responsibility. Final approval for CE courses is the SLA Professional Development Committee's responsibility.
4. Submit CE approval form to the SLA Professional Committee by the deadline that is set each year. The Chair of that committee will respond in writing with approval or denial of the CE courses.
5. After receiving program approval, plan events, including local arrangements, by the announced deadline.
6. Fill out Conference program checklist for each event and submit to the Division Chair by the announced deadline. This form will be used to publicize BIO events in the pre-conference program.
7. Inform the Manager, SLA Conference and Meetings, of detailed plans for programs. Consult with the Division Chair regarding which program arrangements are handled by the SLA Headquarters and which are handled by the BIO Professional Development Committee. For example, the committee submits paperwork for conference registration of program speakers and CE instructors.
8. To review the appropriate sections of the *Procedures Manual* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next edition.

9. By deadline determined each year (typically August), the Committee Chair shall submit an estimated budget to the Treasurer.

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.

*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

## **Program Committee**

*Function:* The Program Committee is responsible for the Biomedical and Life Sciences Division programs at the SLA Annual Conference, including open houses and field trips.

*Qualifications:* The Chair must be a member, associate member, or retired member of the Association, as well as a member of the Biomedical and Life Sciences Division. The Chair of the committee is selected by the Chair and Chair-elect of the Division, and preferably will have served as a member of a previous Program Committee. Members will be chosen based on interest, knowledge, proximity to the conference location, or other factors that are pertinent to programming, and will always include the Chair of the Professional Development Committee and the Chair of the Contributed Papers Session. Any sections or other sub-groups affiliated with the Division should be represented on the Committee. Liaisons from other Association groups that work closely with the Division (e.g. Natural History Caucus) may also be granted representation on the Committee.

*Appointment:* The term of appointment is two years, renewable once.

### *Duties:*

1. Plan Division activities at the annual conference as set forth in the Program Planning Guidelines.
2. Make signs announcing Division social events and times if not done by conference staff.
3. Act as greeters of guests at open houses.
4. Provide chair of the Fund Development Committee with periodic updates on program plans.
5. Provide assistance, as needed in finalizing conference arrangements.
6. Review the appropriate sections of the *Procedures Manual* by February 1st and submit corrections, revisions, and so forth to the Director for inclusion in the next edition.
7. By deadline determined each year (typically August), the Committee Chair shall submit an estimated budget to the Treasurer.

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1st or on another mutually agreed upon date.

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival see information on retention in the Archivist section). Files include, but not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the

business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the Archivist on the regular schedule.

*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the Committee Chair's organization. Travel funds of up to \$1000 for the Committee Chair to attend the immediate forthcoming conference, the SLA Winter Meeting, are available upon request and submission of travel vouchers. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

Rev. 4/00, J. Perez

## Program Committee Guidelines

*Solicitation of Program Ideas:* The Program Committee is responsible for obtaining program ideas by:

1. Screening suggestions for programs that are given at the Annual Business meeting.
2. Soliciting suggestions through BSDNET-L and *Biofeedback*.
3. Polling Board members.
4. Asking the previous Program Committee for suggestions of programs that could not be accommodated that year or in previous years.

*Committee Involvement:* Ideally each Committee member will be responsible for organizing one session, including identifying, contacting, and confirming speakers verbally and in writing, formulating a budget for the session, and determining space, time, and equipment needs. Care should be taken when final scheduling is considered by the Committee to prevent conflicts with other Division programs when possible, especially if the two programs would be of interest to the same general audience. The Committee Chair should facilitate this process by keeping members informed of new programs or Association programming.

*Preliminary Planning:* Preliminary planning is extremely important in holding quality programs. Fewer high quality programs are preferable to many lower quality ones. The Committee also should consider the likelihood that a given program will have appeal to one or more other Divisions and therefore would be a candidate for co-sponsorship as well as higher attendance.

The Program Committee should consider no more than five programs that it would be expected to act as the lead Division, including the Contributed Papers Session. Because of black out times that are mandated by SLA (time to visit the exhibits, general session, and Cabinet meetings), and a desire to co-sponsor programs with other Divisions, four or fewer substantial programs is realistic. This would not include the Contributed Papers Session, Board or Business meetings, or social event(s).

The programs should cover a variety and range of topics of importance to life sciences librarianship, but that are not so narrow that they will appeal only to BIO members, or only to a small segment of the Division. A key to determining what topics will be of the most interest is to consider the Membership Committee's survey(s) of the membership and examination of the membership list.

The Program Committee should be aware that convention pricing has continued to rise and that program requirements, particularly with regards to electronic equipment and wiring, costs the Division a great deal. To offset this, the Committee should consider number of speakers and travel expenses, and the advantage of locating speakers who are local or in close proximity to the conference city. While this is not always possible, it is a consideration for determining if a session might be better suited for another conference.

Preliminary planning should begin during the summer two years before the meeting, with the knowledge that some programs may not materialize. Once a topic has been chosen, speakers will need to be identified and contacted. Each committee member will be assigned a program to arrange and the Program Committee Chair will serve as coordinator, providing guidance to the program organizer as to what is expected. The Committee chair may also be responsible for arranging a program if needed. Speakers will be confirmed in writing, including any honoraria or expenses that the Division will be obligated to provide. They would also receive a list of names, addresses, phone, fax, and e-mail addresses for other speakers. Each speaker would be asked to provide name(s) of persons who would be willing and able to substitute in case s/he was unable to fulfill the obligation.

The Program Committee Chair will provide the Chair of the Division with a report of progress prior to the SLA Winter Meeting, including program titles and prospective or confirmed speakers. This will be presented at the appropriate meeting by the Program Committee Chair and the Chair who will at that time solicit co-sponsors from other Divisions.

Following the Winter Meeting, the Program Committee will continue to contact and confirm speakers as needed. Most, if not all speakers should be tentatively confirmed prior to the annual business meeting where the Program Committee Chair or the Chair-elect will present the preliminary program for the following annual conference to the membership.

All information on the Continuing Education Course must be to the Chair-elect **no later than July 1st**. All other program information must be to the Chair-elect **no later than July 15th** of the year prior to the annual meeting being planned.

*Budget:* In the spring one year prior to the meetings being planned, the Program Committee shall submit a budget proposal on the form provided by the Treasurer. It shall include information on: speaker costs (honoraria, travel expenses); equipment costs (electronics, slide projectors, overhead projectors, and so forth); reception or other food costs (Open Houses, hospitality suite, continental breakfasts, luncheons, and so forth). This information may not be available until closer to the Annual Conference since SLA Headquarters staff do the negotiating for these prices.

All budgetary information may be approximate and based on previous years' costs for programming, and/or prior knowledge of the costs associated with the convention for which the Committee is planning.

*Conference Program Checklist Sheets:* In September, the SLA Program Checklist is mailed to the program planners. This two sided form must be filled out completely by each program's planner to indicate space and equipment requirements. The forms are due to the Chair of the Division or the Program Committee Chair **no later than October 15th** to be reviewed and returned to SLA headquarters **no later than November 1st**.

*Communication:*

1. All communication must be confirmed in writing, particularly with speakers.



2. All speakers should be aware of other speakers and their topics for a given session. They are encouraged to be in contact with one another as well as the session planner to ensure that everyone is aware of the speakers topics, time constraints, and needs.
3. Session planners should remain in contact with speakers even after written confirmation has been received. It is especially important that speakers receive a reminder within 2 months of the conference. The reminder could accompany a copy of the housing forms for the conference or final equipment needs form.
4. The Division Chair should be apprised of all progress on conference programming, particularly with regard to deadlines imposed by SLA headquarters and the SLA Program Committee.

## Speakers Expenses

*Sharing Expenses:* When more than one Division is sponsoring a session at the annual conference, expenses for audiovisual equipment, room setup, and food events are shared. SLA negotiates the costs with the convention center or hotel and bills the Divisions for equal amounts after the conference. An estimate for a/v and related costs for each planned session is provided to the Division Chair and/or Program Planner in the spring.

*Negotiated Expenses:* Travel, lodging, and per diem are the responsibility of the lead Division and can be negotiated with co-sponsoring Divisions to help with support. The Biomedical and Life Sciences Division has developed a form that clearly determines to what degree each co-sponsoring Division is obligated to help fund speaker expenses. This form is signed by each Division Chair and copies are supplied to each prior to the conference.

The Division will consider support for lodging of speakers at no more than the convention's hotel rate. Speakers need not be housed in a convention hotel; lodgings of comparable quality and cost are possible. The Division will pay coach class airfare (not business or first class) at the best available rate as determined by the Program Planner. The per diem shall be based on the government rate that is published in the *Official Airline Guide Business Travel Planner* for the conference city. Per SLA policy, members who are speakers may not receive travel assistance.

*Registration:* SLA provides free registration for speakers for the day of the conference at which they speak.

*Honoraria:* the Division has offered honoraria in the past on rare occasions. If an honorarium is required, it is almost always negotiable. SLA is a non-profit Sect.501(c)(3) educational organization and sometimes speakers, even very prominent ones, will charge only a fraction of their usual honorarium, or waive it. When selecting speakers, the Program Committee should consider that and not be deterred by a famous name on the assumption that there will be a large price to pay for him or her. Honoraria in the recent past have been in the amount of a few hundred dollars or less.

*Federal employees* are bound by *Standard of Ethical Conduct for Employees of the Executive Branch, Sect. 2635.806 Participation in Professional Associations, Subsect. 2635.807 Teaching, Speaking, and Writing:*

"Career employees shall not receive compensation from any source other than the Government for teaching, speaking or writing that relates to the employee's official duties."

Honoraria can be considered based on the following:

- If the amount that can be negotiated does not unduly stress the Division's treasury, while considering other Division expenses, both for the conference and for other activities.
- If co-sponsoring Divisions agree to split the costs at a rate mutually agreed upon and specified on the expense form.

- If one or more companies agree to sponsor the program at a level that would make paying honoraria feasible. One should always consider the fairness of offering an honorarium to one speaker on a program and not to all.

Speakers requesting honoraria should be aware that the amount is fully taxable under federal law and that information will be submitted to the Internal Revenue Service.

Rev. 4/00, J. Perez



**Memorandum**

Date           **MAR 25 1996**

From           **Director, Office of Human Resources and Management Services**

Subject       **Honoraria Ban**

To             **All FDA Employees**

This memorandum is to inform you that the Department of Justice will no longer enforce the "honoraria ban", which prohibited Federal employees from receiving compensation for certain outside activities. This ban prohibited Federal employees from receiving compensation for outside activities such as writing an article, delivering a speech, or making an appearance, even if the activity was unrelated to the employee's official duties. The United States Supreme Court, in *National Treasury Employees Union v. United States*, 115 S.Ct. 1003 (1995), ruled that the ban violated the First Amendment rights of the class of employees on whose behalf the suit was initiated. The Department of Justice determined that the Supreme Court's decision negated the honoraria ban. Those of you who have had your honoraria payments held in an escrow account pending resolution of this case will be pleased to learn that you may now withdraw your funds.

There is just one note of caution concerning outside activities that you should be aware of, compensation still may not be accepted for outside teaching, speaking and writing that is related to official duties under the Standards of Ethical Conduct, 5 C.F.R. §2635.807.

If you need further guidance concerning the honoraria ban, please contact your ethics officer on (301) 443-6167.

*Mary L. Babcock*

Mary L. Babcock



United States  
**Office of Government Ethics**  
1201 New York Avenue, NW., Suite 500  
Washington, DC 20005-3917

February 28, 1996  
DO-96-012

MEMORANDUM

TO: Designated Agency Ethics Officials, General Counsels  
and Inspectors General

FROM: Stephen D. Potts  
Director *Stephen D. Potts*

SUBJECT: Honoraria

On February 26, 1996, the Office of Legal Counsel (OLC) at the Department of Justice issued an opinion concerning the decision of the United States Supreme Court in National Treasury Employees Union v. United States, 115 S. Ct. 1003 (1995) (NTEU). In NTEU, the Court found that the honoraria ban at 5 U.S.C. app. § 501(b) violated the First Amendment rights of persons on whose behalf the case was brought. During the course of the litigation, the parties stipulated that the case was being brought on behalf of persons "below grade GS-16." In its opinion, OLC concluded that the Supreme Court's ruling "effectively eviscerated" the honoraria prohibition and that no remaining applications of the statute exist. In accordance with OLC's interpretation, the Department of Justice has determined that the honoraria prohibition cannot be enforced against any Government employee, including employees of the legislative and judicial branches and high-level executive branch officials.

Consequently, you may advise employees that they may now receive honoraria held in escrow accounts established in accordance with the guidelines described in our DAEOgram of June 24, 1991. We also recommend that you remind employees that they remain subject to other statutory and regulatory provisions that restrict their ability to accept honoraria under certain circumstances. These restrictions include the prohibition at 5 C.F.R. § 2635.807 on receiving compensation for teaching, speaking and writing that relates to an employee's official duties; the limitations on outside earned income described in 5 U.S.C. app. § 501, as implemented in 5 C.F.R. § 2636.301 et seq., for certain noncareer officers and employees; and the bar, in Executive Order 12674, on any outside earned income for certain Presidential appointees. A summary of these restrictions can be found in our DAEOgram of March 3, 1995 (DO-95-011).

A copy of the OLC opinion will be attached to this DAEOgram on our electronic bulletin board (TEBBs).

**BIOMEDICAL AND LIFE SCIENCES DIVISION  
SPECIAL LIBRARIES ASSOCIATION**

**Memorandum of Agreement**

**Co-Sponsorship of Program**

Location of Annual Conference:

Session:

Time and Date of Session:

Co-Sponsoring Division/Caucus:

Costs:

	<u>Yes, will share equally</u>	<u>No, will not share costs</u>
<i>A/V</i>	_____	_____
<i>Travel for speakers*</i>	_____	_____
<i>Hotel/Per Diem for speakers*</i>	_____	_____
<i>Honorarium for speakers*</i>	_____	_____
<i>Other costs</i>	_____	_____

Division Planner's Signatures:

_____	representing the	<u>BIO</u>	Division
_____	representing the	_____	Division/Caucus
_____	representing the	_____	Division/Caucus
_____	representing the	_____	Division/Caucus

\* SLA does not allow Divisions to provide travel expenses or honoraria for SLA Members who serve as program speakers.

## **Public Relations Committee**

*Function:* The Public Relations Committee develops and coordinates public relations activities at the Division level.

*Qualifications:* The Chair and all committee members must be members, associate members, or retired members of the Association, as well as members of the Biomedical and Life Sciences Division. All Committee members must have a strong interest in public relations.

*Appointment:* The term of appointment is two years, renewable once.

*Duties:*

1. Solicit the Board and membership for constructive suggestions and ideas for the public relations committee to pursue.
2. Prepare a public relations plan and discuss it at a business meeting for input and approval of the Board.
3. Attend the workshop held by the SLA Director of Public Relations at the Annual Conference.
4. Submit news releases in the required format to the Director of Public Relations at SLA Headquarters.
5. Review the appropriate sections of the *Procedures Manual* by February 1st and submit corrections, revisions, and so forth to the Director for inclusion in the next edition.
6. By deadline determined each year (typically August), the Committee Chair shall submit an estimated budget to the Treasurer.

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.

*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense

or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

Rev. 1/99, A. Schiff



## Publications Committee

*Function:* The Committee writes or solicits articles for publication in the Division newsletter *Biofeedback*, coordinating with the newsletter editor who is an ex-officio member. It is responsible for developing ideas for other Division publications or contributions to the official publications of SLA.

*Qualifications:* The Chair and Committee members must be members, associate members, or retired members of the Association, as well as members of the Biomedical and Life Sciences Division.

*Appointment:* The Chair of the Division shall appoint the Committee Chair and a minimum two other members to assist with the activities of the committee. The term of appointment is two years, renewable once.

*Duties:*

1. Develop guidelines for contributions to *Biofeedback* in cooperation with the Editor.
2. Solicit articles of interest or regular columns from Division members or others, to be published in *Biofeedback*.
3. The Committee shall serve as a resource for members of the Division to aid with preparing and editing manuscripts or articles, particularly for SLA publications such as *Information Outlook*.
4. To review the appropriate sections of the *Procedures Manual* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next edition.
5. By deadline determined each year (typically August), the Committee Chair shall submit an estimated budget to the Treasurer.

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.

*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in

accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

Rev. 4/00, J. Perez

## Representatives

*Function:* Representatives act as an official link between the Biomedical and Life Sciences Division and other professional associations/organizations. Representatives are appointed by the Division Chair at the request of the Division Executive Board.

*Qualifications:* A representative must be a member, associate member, or retired member of the Association, as well as a member of the Biomedical and Life Sciences Division.

*Appointment:* A representative is appointed for one year, and may be reappointed twice (i.e. may serve for three consecutive years maximum).

*Duties:*

1. Ensures that the Biomedical and Life Sciences Division is kept informed of initiatives and projects of mutual interest. This is done by establishing a relationship with the association/organization and receiving news, reports, updates and other information.
2. Reports information that is of interest to the Division by all means available including BSDNET-L, announcements at the annual business meeting, and/or *Biofeedback*.
3. Representatives are kept aware of BIO activities by communicating with the BIO Chair, participating in discussions of any round table or informal groupings of division members of interest, and monitoring BSDNET-L.
4. Informs the appropriate association/organization of BIO initiatives and projects of interest to that group by communicating with the appropriate executive officer and participating in any listserv activity. Liaisons may also attend business meetings of associations/organizations of interest and report back to each group on the other's activities.
5. Reviews the appropriate sections of the *Procedures Manual* in February and submits corrections, revisions, and so forth to the Director for inclusion in the next edition.
6. By the deadline determined each year (typically August), representatives must submit an estimated budget of expenses to the Treasurer.

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.

*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

Rev. 1/99, A. Schiff

## **Student Relations/Career Guidance Committee**

*Function:* The Committee strives to further communication between professionals and library/information science students, and create awareness among students of the opportunities in biomedical and life sciences librarianship.

*Qualifications:* The Chair and committee members must be members, associate members, or retired members of the Association, as well as members of the Biomedical and Life Sciences Division. It is recommended that at least one student or recent graduate be included as a member of the committee to help relate and better define the goals and objectives of the committee with those of students.

*Appointment:* The term of appointment is two years, renewable once.

### *Duties:*

The Student Relations/Career Guidance Committee shall:

1. Set goals for the year and plan for reaching those goals.
2. Annually revise and update the Division's promotional brochure for students.
3. Work with SLA Student Relations Officer in drawing up plans and solicit suggestions for further involvement.
4. Coordinate annual conference plans with the Chair, Hospitality Committee, to work on special student-oriented functions or means of recognizing students within the Division.
5. Be the Biomedical and Life Sciences Division liaison with the SLA Student Relations Officer in obtaining tickets to Division events for students interested in the Division. This service will also need to be coordinated with the Division Chair, who will give guidance as to how many and what type of sponsorship will be given to students.
6. Encourage student participation within the Division through membership on Division committees and within Division sections, caucuses, and roundtables.
7. Provide information and support for student members through the column BioLife within the Division's newsletter, *Biofeedback*. Encourage students to submit material for the column. Topics to cover would include: job ads; program information for MLIS/Advanced Certificates/Ph.D.s at library schools; tips for what types of classes are advisable for a science librarian, biomedical/biotechnology librarian, medical librarian, for profit vs. not-for-profit employment; conference experiences of students; promotion of programs of interest to students; articles by students.
8. Provide information and promote support through notices posted on the Division's electronic discussion list and through other lists within and outside of SLA.

9. Create a network of Division members to serve as liaisons with SLA student chapters or library schools to spread information and promote biomedical and life sciences librarianship as a career to those in and considering going to library school.
10. Review the appropriate sections of the *Procedures Manual* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next edition.
11. By deadline determined each year (typically August), the Committee Chair shall submit an estimated budget to the Treasurer.

*Reports:* The Chair shall prepare an annual report for submission to the Chair of the Division in the spring.

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.

*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

## Vendor Relations Committee

*Function:* The Committee provides a forum for the exchange of information between the Division and publishers, producers, and vendors and serves to investigate and remain current on trends in publications, products, services, and technologies that are of interest to the biomedical and life sciences information fields, both in the traditional library and rapidly changing electronic environment.

*Qualifications:* The Chair as well as each Committee member shall be a member, associate member, or retired member of the Association, as well as a member of the Biomedical and Life Sciences Division. The Chair shall also serve as a member of the Fund Development Committee.

*Appointment:* The term of appointment is two years, renewable once.

### *Duties:*

1. Maintains active and open lines of communication with publishers, vendors, and producers whose products and services are of interest to and are used by biomedical and life sciences librarians.
2. Regularly communicates information about new products, both traditional and electronic, to Division members via BSDNET-L and *Biofeedback*.
3. Arranges formal or informal meetings of publishers, vendors, and producers with interested Division members at the annual conference, in coordination with the Program Committee for that conference.
4. Refers interested publishers, vendors and producers to the Fund Development Committee to consider fund raising activities to benefit the Division.
5. Reviews the appropriate sections of the *Procedures Manual* in February and submits corrections, revisions, and so forth to the Director for inclusion in the next edition.
6. By deadline determined each year (typically August), the Committee Chair shall submit an estimated budget to the Treasurer.

*Reports:* An annual report is submitted to the Division Chair in accepted format by April 1 or another mutually agreed upon date.

*Records:* Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copy of the *Procedures Manual*. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the

Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the BIO Archivist on the regular schedule.

*Expenses:* The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent's organization. Other expenses will be approved by the Division's Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a committee expense or travel voucher form and be accompanied by the original receipts for reimbursement. Direct payment of bills can be made if the bill is accompanied by a Committee Expenses Form or a Check Request and Payment Approval Form. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.



## **Appendices**

Division Bylaws

Guidelines for Committee Annual Reports

## **Appendix A**

Biomedical and Life Sciences  
Division Bylaws

Insert Bylaws Here

## **Appendix B**

Guidelines for Committee Annual Reports

## **GUIDELINES FOR COMMITTEE ANNUAL REPORTS BIOMEDICAL AND LIFE SCIENCES DIVISION**

Each committee Chair is to forward a written report to the Chair of the Division by April 1. Interim reports may be requested by the Chair of the Division during the year. Communication with the Chair regarding Committee activities is encouraged at any time.

### FORMAT OF ANNUAL REPORTS

#### 1. EXECUTIVE SUMMARY

Begin your report with an executive summary of 200-500 words that provides highlights of the committee's accomplishments during the year. The summary will be used to write the Division's annual report to the Association and may be published in *Biofeedback* either intact as written or excerpted.

#### 2. COMMITTEE MEMBERSHIP

List members and year appointed to the committee.

#### 3. ACTIVITIES

List and elaborate upon activities undertaken by the committee during the year. This will include ongoing projects, new initiatives, and one-time efforts.

#### 4. BUDGET INFORMATION

Indicate costs incurred by the committee that were charged to the Division. It is also helpful to indicate what types of expenses were absorbed by committee members and/or their institutions, such as telephone charges, postage, printing, etc. This section will not serve as a substitute for budget information that is requested by the Treasurer.

#### 5. RECOMMENDATIONS

The committee should provide recommendations for changes in procedures, projects, goals, or other information that will be useful for future committees. Since further action may be appropriate, each recommendation should be made as a separate point, e.g. a bulleted format.

#### 6. ADDENDA

As needed, other information may be appended to the report, including results of surveys, documents, etc.