



SLA

Connecting People
and Information

Pittsburgh Chapter Special Libraries Association Procedures Manual

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TABLE OF CONTENTS

	Page
PURPOSE AND SCOPE.....	3
DESCRIPTION AND HISTORY OF THE CHAPTER.....	4
1. DUTIES OF OFFICERS AND DIRECTORS	
1.1 Elections.....	8
1.2 Description and General Duties of the Board of Directors	8
1.3 President	9
1.4 President-Elect.....	10
1.5 Secretary	11
1.6 Treasurer.....	11
1.6.a Auditor.....	13
1.7 Directors	13
1.8 Immediate Past-President	13
2. DUTIES OF COMMITTEES AND EDITORS	
2.1 Description and General Duties of the Committees and Editors	14
2.2 Archives	14
2.3 Awards	14
2.4 Bulletin Editor	15
2.5 Consultations	16
2.6 Discussion List Moderator	16
2.7 Employment	17
2.8 Membership	17
2.9 Mentoring	18
2.10 Nominating.....	18
2.11 Professional Development	19
2.12 Public Relations	19
2.13 Student Group Liaison	19
2.14 Webmaster	20
3. CHAPTER CALENDAR	21
4. SLA REPORTING REQUIREMENTS.....	22

5. CHAPTER POLICIES AND PROCEDURES

5.1	Archives	23
5.2	Awards	24
5.3	Bulletin Material.....	25
5.4	Fiscal Methods and Practices	26
5.5	Officer Travel Reimbursement.....	27
5.6	Programs	27
5.7	Strategic Plan Maintenance.....	29

6. APPENDICES

6.1	Sample Annual Report to SLA.....	30
6.2	Sample Annual and Semi-Annual Financial Reports to SLA	35
6.3	Sample Secretary's Report.....	39
6.4	Strategic Plan.....	42
6.5	Sample Treasurer's Report to the Membership.....	44
6.6	Sample Leadership Code of Responsibility.....	46

PURPOSE AND SCOPE

The purpose of this Manual is to spell out the duties and responsibilities of Chapter officers and Committee Chairs. It provides the guidelines for effective operation of the Chapter based on the Chapter Governing Document and the experience of members who have served in elective and appointive offices.

This Manual outlines required and suggested responsibilities for each position, and in all cases must conform to the Chapter Governing Document and with the guidelines established by SLA for such documents (Leadership Resources: <http://www.sla.org/content/resources/leadcenter/index.cfm>). This manual is available on the Chapter website for the effective execution of their responsibilities.

This Manual should be used in conjunction with the Chapter Governing Document and documentation provided by the Association. Bylaws and directives provided by the Association have precedence, then the Chapter Governing Document, then the guidelines provided in this Procedures Manual.

Sample documents are included in this manual as appendices. These include the Chapter Governing Document, Treasurer's reports, Secretary's Minutes, an Annual Report to SLA and the current Pittsburgh Chapter Strategic Plan. Some required SLA reports are also included. Detailed instructions for required submissions to the SLA are not included in this manual; these can be found in the SLA guidelines maintained by the President and in a number of communications sent out by SLA headquarters each year.

The Pittsburgh Chapter thanks Linda Broussard of SLA, the Upstate New York Chapter, the Illinois Chapter, and the Washington D.C. Chapters for their assistance in the preparation of this Manual.

DESCRIPTION AND HISTORY OF THE CHAPTER

Description of the Chapter

The Pittsburgh Chapter of the Special Libraries Association International includes all of those SLA members who live or work in the western counties of the Commonwealth of Pennsylvania. This includes Allegheny, Armstrong, Beaver, Bedford, Butler, Cambria, Clarion, Crawford, Erie, Fayette, Forest, Greene, Indiana, Lawrence, Mercer, Somerset, Venango, Warren, Washington, and Westmoreland Counties, PA. Additionally, since West Virginia does not have its own Chapter, many SLA members who live or work there have chosen to affiliate with the Pittsburgh Chapter. The Pittsburgh Chapter is a component unit of the Special Libraries Association.

There are currently approximately 130 members in the Chapter, representing a wide variety of special libraries. There are two library schools in our area (Clarion University of PA and the University of Pittsburgh) and therefore a substantial number of students who are interested in Chapter activities.

History of the Chapter

The 1920s

- December 5, 1922 – Pittsburgh Special Libraries Association is formed.
- November 25, 1924 – Formal application is made to join National SLA.
- January 27, 1925 – National SLA sends a formal letter of acceptance.
- October 28, 1927 – Chapter unanimously votes to become a local chapter of national SLA.
- The first *Union List of Periodicals* is published in 1928.

The 1930s

- The 1938 SLA National Convention is held in Pittsburgh.
- The first *Bulletin* is published. Vivian McDonald is the editor, and Virginia Garland is the cover designer.
- The first *Duplicate Exchange List* is published in 1932.
- January 19, 1934 – The chapter makes a constitutional name change to SLA, Pittsburgh Chapter. The Chapter's first *Directory* is published in 1936.

The 1940s

- "Due to War Conditions and the increase in prices, it is impossible for us to continue issuing a printed *Bulletin*. We, therefore, have reverted back to a mimeographed *Bulletin*."
- Eight large cartons of periodicals are forwarded to the American Book Centers at the Library of Congress for libraries in war areas. An additional shipment is made to the Netherlands Institute of Engineers and Technicians, The Hague.

- Aid is pledged and individual members offer their services to the Pittsburgh Defense Council, October 6, 1941.
- The Chapter cooperates with the Carnegie Library of Pittsburgh on the War Emergency Committee for the purchase of books for the Signal Corps, 1942-43 (Victory Book Campaign).
- The Chapter participates in the collection and distribution of periodicals for libraries in war areas. Large shipments of scientific and technical journals are sent to Europe, the Philippines, and Washington, DC.
- December 5, 1947 – Seventy-five members and friends gather for the Silver Anniversary Dinner marking 25 years of the Pittsburgh Chapter.

The 1950s

- The 1956 SLA National Convention is hosted by the Pittsburgh Chapter.
- The *Union List of Periodicals* is enlarged to become the *Union List of Serials*. Thirty-seven women of the Secretarial Association do the typing and 32 SLA members volunteer to proofread it. Work begins on September 25, 1950 and continues every night, Monday through Friday, from 7-10, until the end of February, 1951, for the typists and March for the proofreaders. Unfortunately, due to various complications, the *Union List* is never published. The *List* later emerges as part of the *Union List* prepared by the Pittsburgh Regional Library Center and includes academic libraries.
- The Recruiting Committee sends out 158 letters to high schools with 3 pamphlets. "Make Your Career in a Special Library," "Paging....Your Future," and "The Challenge of Modern Librarianship."
- The Superintendent of the Government Printing Office, Carper Buckley, is a guest speaker.
- In May 1958, the Chapter's Consultancy program is started to offer advice and referral services for libraries.

The 1960s

- Membership decreases by 23 people, reflecting current business conditions.
- Dr. Harold Lancour, Dean of the newly established Graduate School of Library and Information Science at the University of Pittsburgh, addresses the Chapter in 1961.
- The 1966 H. W. Wilson Company Chapter Award is presented to the Pittsburgh Chapter "for an exceptionally well-coordinated, chapter-wide, year long approach to the communications role of the special library – including but not limited to communicating with library colleagues and business leaders, communicating the information needs of the region, and the study and use of mass communications and new communications media."

The 1970s

- The Pittsburgh Chapter hosts the 1973 SLA National Conference.

- The Employment Committee is affected by the general slow-down in the nation's economy with very few job openings.
- December 5, 1972 – 50th Anniversary of the Pittsburgh Chapter.
- In 1976, a Bicentennial Special Meeting is held with the Pittsburgh, Virginia, Baltimore, Washington, DC, New York and New Jersey Chapters attending. Distinguished speakers include the President of SLA, the Librarian of Congress, and the Chief, National Commission on Libraries and Information Science.
- October 31 – November 1, 1977 – Josephine Quartey and Mary Lee attend the PA Governor's Conference on Libraries and Information Service.
- Mary Vasilakis is elected as Library-Related Alternate Delegate to the White House Conference on Libraries and Information Service held in 1979.
- The University of Pittsburgh Student SLA Group is formed in 1979.

The 1980s

- A reception is held for 50 students from the Library School. As a result of closer ties with the Student Group, a student will sit on the Program Committee and serve as liaison between the two groups.
- *The Bulletin* is renamed *The Pointer*.

The 1990s

- The 1990 SLA National Convention is held in Pittsburgh.
- Thanks to a generous gift from Knight-Ridder, SLIS students are able to attend Chapter meetings at a reduced cost.
- April 12, 1997 – Chapter's 75th Anniversary is held at the Senator John Heinz Pittsburgh Regional History Center.
- The Pittsburgh Chapter pulls off a hat trick in 1999 with SLA International Awards going to three of our members – Ange Pollis, Barbara Speigelman and Lynn Berard. This may very well be a singular accomplishment in the history of SLA, and certainly the Chapter.
- Ange Pollis, recently retired Manager of the Knowledge Resource Center at US Steel Technical Center and Adjunct Professor at the School of Information Sciences at the University of Pittsburgh, enters the SLA Hall of Fame for her distinguished service to the association in all capacities.
- Barbara Speigelman, Manager, Technical Information Services for Westinghouse Electric Company, is SLA Fellow for 1999 in recognition of her inspired and creative leadership in the profession. Barb has served SLA in numerous positions and has chaired some of the most influential committees, including the Competencies Document Publication Committee and the SLA Logo Committee.
- Lynn Berard, Head of the Engineering and Science Library at Carnegie Mellon University, receives the Rose L. Vormelker Award for her exceptional service in the area of mentoring

students and influencing practicing professionals. A successful product of mentoring, she has sought to carry on this tradition throughout her career.

The 2000s

- The Chapter print publication, *The Pointer* is renamed *The Confluence*, and is distributed only electronically.
- In 2001, two Pittsburgh Chapter members are nominated for positions within the International Association. Barbara Speigelman is nominated for a Director position and Lynn Berard is nominated for President.

*Information was gathered from the Pittsburgh Chapter, Special Libraries Association archives, including Annual Reports, Bulletins and *The Pointer*.

DUTIES OF ELECTED OFFICERS AND DIRECTORS

1.1 Elections

Elections for Chapter officers are held at the Chapter's Annual Business Meeting in December. A President-Elect is elected every year. The two Directors, the Treasurer and the Secretary serve two-year terms of office. In even-numbered years a new Secretary and one new Director are elected; in odd-numbered years, a new Treasurer and the other Director are elected.

Candidates for office are selected by the Nominating Committee, which is comprised of at least two members of the Chapter who are neither Officers nor Directors. The Chair of the Nominating Committee is selected by the Executive Board. One of the members of the Nominating Committee must have been a member of that Committee the preceding year. The slate must be presented to the membership at least one month before the Chapter's Annual Business Meeting in December. Nominations from the floor are solicited at that time. The final report of the Nominating Committee must be included in the notice of the Annual Business Meeting. Election by acclamation (if only one candidate per office is presented) or by secret ballot (if the slate includes more than one candidate per office) takes place at the Annual Business Meeting in December (in case of multiple candidates for any position, ballots must be distributed at least 20 days prior to the Annual Business Meeting). In the event of a tie, election is by a majority vote of the members present at the Chapter Annual Business Meeting.

New officers assume their duties January 1.

1.2 Description and General Duties of the Executive Board

The Pittsburgh Chapter's Executive Board is composed of the seven elected officers of the Chapter:

Term of Office:

President	1 year
President-Elect	1 year
Secretary	2 years
Treasurer	2 years
Directors (2)	2 years (one elected each year as set forth above)
Past-President	1 year

All Chapter officers must be paid members of SLA. Student members of the Chapter may hold appointive but not elective office. (Members of SLA who are pursuing their degree in library and information science can be appointed to a Committee and/or as Committee Chairs; but cannot be elected to the Executive Board of the Pittsburgh Chapter.)

The Executive Board is the governing body of the Chapter, determining its policies and procedures and carrying on its affairs during the year. The Executive Board is required to meet at least twice a year and additional meetings may be called by the President or held at the written request of two Executive Board members. Four members constitute a quorum.

Duties:

- Establishes standing and special committees and delegates duties and responsibilities to each.
- Approves a Chapter budget prepared by the President and the Treasurer for the first meeting and authorizes funds for committee expenses.
- Approves preliminary program plans.
- Approves special projects and authorizes funds to implement them.
- Approves amendments to the Governing Documents before presentation to the membership.
- Recruits the Chair of the Nominating Committee.
- Approves any contracts or agreements entered into by the Chapter (note: contracts and expenditures in excess of \$1,000 require approval of the Chapter membership; those in excess of \$5,000 require the approval of the Executive Director of SLA).
- Appoints a successor in the case of the resignation of any officer except the President. The President-Elect automatically succeeds as President in case the President resigns. The Past-President will assume the duties of President-Elect (see SLA Bylaws Section 14).
- Hears reports of the Committee Chairs and takes appropriate action on committee recommendations.
- Reaffirms or revises the component parts of the Chapter's Strategic Plan as set forth in the Plan.

1.3 President

The President is responsible for the direction of the Chapter and must provide strong leadership to ensure that the Chapter remains a vital organization which best serves its members and operates in a manner consistent with Association goals and objectives. He/she should strive to inspire and motivate members to take an active role in the organization and to further the profession. The position demands that a significant amount of time be devoted to coordinating activities, monitoring schedules, and acting as the originator and facilitator of communications within the Chapter. The President is elected for a one-year term; at its completion he/she becomes Past President of the Chapter and remains on the Board for one additional year.

Duties:

- The President is the Chief Officer of the Pittsburgh Chapter and, subject to the Executive Board, has general supervision and control over its affairs.
- Presides at meetings of the Chapter and of the Executive and Advisory Boards.
- Recommends to the Boards such measures considered desirable to further the objectives

and the effectiveness of the Chapter.

- Convenes meetings of the Chapter and the Boards. The Governing Document requires that at least four general meetings of the Chapter be held January through December. It is customary for the President to convene a meeting of the Boards in January to plan for the coming year as well as in July following the Annual Conference. The Boards may also meet at other times as required.
- Appoints Chairs of all standing and special committees (except the Nominating Committee), Bulletin Editors, and liaisons to other groups.
- Appoints Chapter Auditor each January.
- Serves as an ex officio member of all committees except the Nominating Committee, and may attend their meetings. Since some committees may consist of just a Chair, it is common practice for the President and each Committee Chair to work out plans and activities of the committee together.
- Signs all contracts and legal documents along with the Secretary.
- Signs all official correspondence on behalf of the Chapter.
- Signs checks drawn on Chapter funds together with the Treasurer.
- Disperses amounts of up to \$100 without prior approval of the Executive Board, providing full documentation of the expense.
- Works with the Bulletin Editor to ensure timely publication and the President traditionally writes a President's column for each issue of the newsletter.
- Represents the Chapter in the Chapter Cabinet at the Association annual and leadership meetings and acts as liaison between the Chapter and the Association.
- Prepares and submits any other reports, surveys, questionnaires, and memos to the Association upon request.
- Interviews local candidates for SLA scholarships and awards at the request of the Association.
- Is responsible for the annual maintenance of the Chapter's Strategic Plan as set forth in Section 5.7 of this Manual.
- Ensures that appropriate documentation is transferred to the President-Elect and to the Archives at the end of his/her term, and advises the President-Elect on meeting planning for the upcoming year.

1.4 President-Elect

The President-Elect is responsible for planning programs based on input from Chapter members. In addition he/she will work with the President to ensure a smooth transition at the beginning of the year. After a one-year term, the President-Elect becomes President of the Chapter on January 1.

Duties:

- Serves on the Executive Board.
- Plans, coordinates and oversees the general program meetings of the Chapter in concert with the various Committee Chairs.
- With the President, represents the Chapter at Chapter Cabinet meetings at SLA's annual and leadership Association meetings.
- Assists the President as required in the performance of his/her duties.
- Signs checks drawn upon Chapter funds together with the Treasurer and on behalf of the President.
- In the event of the absence or resignation of the President, assumes the duties of the President.
- Undertakes special assignments as requested by the President.

1.5 Secretary

The Secretary is primarily responsible for recording minutes of meetings and secondarily, preparing all official communications for the Chapter. The Secretary is elected for a two-year term.

Duties:

- Serves on the Executive Board.
- Takes attendance and minutes at all Business and Board meetings, sends a draft to the President for approval, then distributes approved copy to all Board/Committee Chair members.
- Signs all contracts and legal documents with the President.
- Writes letters, memos, and thank you notes as requested by the President.
- Performs other duties as requested by the President.

1.6 Treasurer

The Treasurer is elected for a two-year term. His/her function is to handle all Chapter financial transactions, maintain all financial records for the Chapter, and is authorized to sign Chapter checks with other designated Chapter signatories.

Duties:

- Serves on the Executive Board.
- Maintains Chapter funds and financial records, including the Chapter's account ledger, checkbook, bank statements, and pooled fund statements. All financial records must be kept for a minimum of seven years.

- Collects, records, banks, and spends all funds as authorized and required, in compliance with the Chapter's fiscal practices as set forth in Section 5.4 of this manual.
- Maintains Chapter financial records in a complete and accurate method in compliance with Association practices, and submits required reports to Association headquarters accurately and on time.
- Initiates access to the SLA Unit Treasurer Community on the Association's Communities of Practice website, regularly monitoring its news and directives. Adheres to practices documented in the Association's Unit Treasurer Policy & Procedures Manual and the Tax and Legal Handbook.
- Is conversant with and adheres to the Chapter's fiscal practices as set forth in Section 5.4 of this Manual.
- Prepares and submits the required mid-year (June) and audited year-end (January) Chapter financial reports to the Association as directed, and provides copies of these reports to the Chapter Archivist. (See section 4.2 Financial Reports)
- Receives and deposits allotment checks from the Association. Allotments are issued to Chapters only after the prior year's mid-year and annual financial reports have been accurately completed, received, and approved by the Association. Allotments are calculated using the membership count for the Chapter as of December 31.
- Reports the fiscal condition of the Chapter to the Executive Board, with formal written reports to be submitted to the Board at least twice during the year. Formal written reports should also be submitted to the Chapter Archivist. A sample report is provided in Appendix 6.6.
- Provides financial records to the Chapter Auditor for examination.
- Prepares a budget with the President for approval at the January meeting.
- Monitors Chapter fund-raising activities to ensure they are in compliance with Association practices.
- Reports property, which falls within the definition given in the Association's "Property Guidelines" on a special page accompanying the annual financial statement (see Appendix 6.3).
- Reports to the Association any payment made to an individual or entity in an amount over \$600 for the year (excluding amounts for expense reimbursements). The report must be submitted to the Association by January 15th so that a 1099 can be issued, and must include the name, address, social security or taxpayer identification number, amount paid, and nature of payment.
- Performs other duties as requested by the President or by the financial managers of the Association.

1.6.a Auditor

An Auditor is appointed by the President in January of each year to examine the Treasurer's books and certify the accuracy of the Treasurer's Annual Financial Statement, which is submitted to the Association by January 31. The President may designate as Auditor any Chapter member who currently does not hold elective office.

The Auditor does not attend the Board meetings since his/her duties are specialized and of limited duration.

1.7 Directors

The Chapter elects two Directors, one each year, each of whom serves a two-year term. Directors are customarily senior Chapter members with several years of active participation in Chapter affairs. They must be familiar with all aspects of Chapter operation, and understand the goals, objectives and policies of the organization. Their chief function is advisory, lending experience and continuity to the organization. They often undertake special projects at the request of the Chapter President.

Duties:

- Serve as members of the Executive Board, taking a major role in setting policy and guiding Chapter activities.
- Advise the President on matters of policy, procedures, and operation.
- Undertake special projects as directed by the President, such as conducting member surveys, reviewing various aspects of Chapter operation, planning future directions, or other tasks which will affect the overall operation of the Chapter.

1.8 Past-President

The Past-President serves in an advisory capacity, offering the benefit of his/her experience to help ensure continuity and consistency in the operation of the Chapter.

Duties:

- Serves on the Executive Board.
- Advises the current Chapter President and President-Elect.
- Coordinates the annual updating of the Policies and Procedures Manual.
- Undertakes special projects at the request of the President.

DUTIES OF COMMITTEES, COMMITTEE CHAIRS AND EDITORS

2.1 Description and General Duties of the Committees and Editors

With the exception of the Chair of the Nominating Committee, Committee Chairs are appointed by the President for a one-year period. The Governing Document prohibits any member from serving on a committee for more than ten consecutive years. Many Committee Chairs serve for more than one year, at the discretion of the incoming President and the Committee Chair.

The Committee Chairs assist the Executive Board in directing the activities of the Chapter; however they cannot vote at Board meetings.

All standing and special committees are established by a vote of the Executive Board. Committee Chairs shall recruit and appoint the members of their committees. Each Committee Chair is required to report on its activities at the semiannual meetings of the Boards.

2.2 Archives

The person selected as Chapter Archivist must be willing to make a long-term commitment to serve in this capacity and must be able to arrange for sufficient space to accommodate the Chapter records. The Archives should be located in a facility easily accessible to Chapter officers or members; i.e. in a college, university, corporate or other library and never in a private home or office. A retention agreement must be signed by a responsible representative of that institution and approved by the Association. The Archives of each Chapter are the property of the Special Libraries Association and, except for normal weeding, may not be disposed of without the written permission of SLA.

The Chapter Archivist is required to adhere to the "Guidelines for Chapter Archives" prepared by SLA headquarters and follow its recommendations carefully. These guidelines contain information on the organization, filing, retrieval and retention schedule of materials and a sample agreement for storage. Further guidelines are provided in Section 5.1 of this Manual.

The Archives of the Pittsburgh Chapter are presently housed in two filing cabinets located within the Mellon Institute Library, Carnegie Mellon University.

Duties:

- Maintains documents, correspondence, and publications of the Chapter.
- Solicits archival materials from Chapter officers, Chairs, and editors.
- Sorts, files and weeds collections, retaining materials of genuine historical importance.
- Retrieves information and/or makes files accessible to chapter officers, Chairs, and editors.
- Coordinates maintenance of a photograph file with the Public Relations Chair.

2.3 Awards

The Awards Committee is responsible for soliciting nominations for Chapter and Association awards and for disseminating information regarding the same to the Chapter membership. Awards criteria and procedures can be found in Section 5.2 of this Manual.

Duties:

- Disseminates nomination criteria and solicits nominations for Chapter awards from all Chapter members via *The Confluence* or other methods.
- Is conversant with the deadlines and criteria for both Chapter and Association awards.
- Evaluates all nominees for Chapter awards and recommends a winner. All deliberations should be kept in strict confidence.
- Communicates and consults with the Chapter Directors and the Association in regard to awards.
- Makes suggestions regarding selection methodology or changes in awards to the Chapter President and Executive Board.

2.4 Bulletin Editor

The Chapter Bulletin ("*The Confluence*") is the primary source for communication of Chapter activities. Its purpose is to keep members informed of Chapter business and activities, Chapter involvement in Association activities, fund raising and planning, and professional activities in the special libraries field.

The Bulletin Editor is a key position in the Chapter. It is a time-intensive responsibility which requires writing and layout skills, ability to work effectively under deadline pressure, a knack for gathering relevant news, and motivating reporters to supply copy in a timely manner. The Editor must have experience with Chapter operations and stay current with activities and developments.

The Confluence is published three times a year: 1) following the Spring Board meeting, 2) following the Association annual meeting in June and, 3) following the Chapter Fall Board meeting and Annual Business Meeting. The Editor, with the consent of the Executive Board, may change its publication frequency if the need arises. If the frequency is to be changed, the decision should be made as soon as possible after the new officers are installed.

Duties:

- Publicizes copy deadlines and solicits relevant news from members, officers and Committee Chairs.
- Collects and edits material to appear in *The Confluence*. General suggestions for appropriate content are given in Section 5.3 of this Manual.
- Oversees layout, typing, proofreading, production and electronic distribution of each issue. Mails a paper copy to members who request it.
- Posts web link for the latest edition to the SLA Bulletin Editor's discussion list. Can post a link to SLA Leadership discussion list, when appropriate.
- Is conversant with the advice and guidelines contained in the SLA's Bulletin Editor's Handbook.

2.5 Consultations

The Chapter Consultation Committee is responsible for coordinating free library consulting services provided by the Chapter to organizations within our area that have requested help in establishing or reorganizing a library or information center. Requests may come from SLA headquarters or directly from a local librarian or organization. The Consultation Chair makes first contact with the requestor and arranges for an appointment to perform the required service. **ALL CONSULTATIONS ARE PERFORMED UNDER THE GUIDELINES ESTABLISHED BY SLA.** Consultation guidelines are provided by SLA here:

<http://www.sla.org/content/resources/leadcenter/leadresour/consultationguide.cfm>

Duties:

- Coordinates consulting service.
- Is familiar with SLA guidelines and reporting requirements for the Consultation service.
- Makes initial contact with requestor to determine needs.
- Performs consultation personally or assigns appropriate librarian as consultant.
- Assists consultant as needed.
- Follows up with requestor and consultant (if any) to ensure that the requestor's requirements have been met.
- Refers requestor to sources of fee-based library consultants, either in the local area or through SLA headquarters, if additional services beyond SLA guidelines are required.
- Maintains a list of professional library consultants within the territory covered by the Pittsburgh Chapter.
- Files all follow-up reports required by the SLA.
- Reports semiannually to the Boards.

2.6 Discussion List Moderator

The moderator of the discussion list is appointed by the Chapter President. After appointment, the moderator registers with SLA as the contact for the Chapter Discussion List (CPIT).

Duties:

- Familiarization with Lyris list software capabilities, including list administration, list options, web mailbox access, message archiving, and reports.
- Receives automated messages when a new member joins the list. The new member's status must be checked in the SLA Directory. Legitimate members are added to the list via a "welcome" message explaining list architecture and rules for participation. Ineligible applicants are contacted concerning alternative ways they can be helped.
- Subscribes to the SLA List Owners discussion list, and is eligible to attend any List Owners meetings held at annual meetings.

- Receives email from SLA and other sources, and forwards appropriate material to the discussion list.
- Troubleshoots problems and acts as liaison between individuals and SLA technical support.
- Updates the welcome message as needed.
- Runs reports as needed. Typically reports are delivered at Committee Chair and Board Meetings, and include number of new members during a specific time period, and any other relevant changes.
- Consults with the Executive Board regarding any list related issues that need special attention.

2.7 Employment

The Employment Committee is responsible for identifying library positions available in (or near) the Pittsburgh Chapter's area and disseminating information about these positions to the Chapter membership. It is crucial that the Chair ensure that job openings published are up-to-date with enough time allowed for interested librarians to apply before the application deadlines. Position announcements are posted on the Pittsburgh Chapter's website and submitted to the Chapter's discussion list.

Duties:

- Gathers, edits, and formats position announcements for inclusion on the Chapter website and/or the Chapter's discussion list.
- Monitors job application deadlines to ensure that position announcements posted on the website are always current.
- Maintains an online list of career resources to include not only national and international job listings but also career development and assessment tools.

2.8 Membership

The Membership Committee is responsible for encouraging membership in the Special Libraries Association within the Chapter region, maintaining Chapter membership records and for welcoming new members.

Duties:

- Maintains up-to-date membership files based on data generated at SLA.
- Investigates reasons for cancelled memberships and reports patterns to the President for information and further investigation.
- Provides a list of new members for welcoming in each *Confluence* issue.
- Writes letters of welcome to new members and introduces them at Chapter meetings.
- Plans recruitment, retention and market research activities or campaigns, including distribution of brochures and membership application forms to non-member attendees at Chapter meetings and to other potential members.
- Performs other membership-related duties in consultation with the Chapter President.

2.9 Mentoring

The Mentoring Chair is responsible for facilitating and monitoring mentoring relationships between interested members, especially student members. The Mentoring Chair acts as liaison until the relationships form, and continues to investigate ways to serve our members in this capacity.

Duties:

- Implements mentorship program at the Chapter's annual student party held in November of each year by identifying mentors and mentees and assigning relationships.
- Acts as liaison between mentor and mentee.
- Monitors the mentor/mentee relationship and reports on the progress and successes at each Board meeting.
- Provides information on mentorship to the Chapter members and encourages participation at all levels.
- Continues to look for ways to improve and facilitate the mentorship program.

2.10 Nominating

The Nominating Committee consists of at least two members. The Chair is appointed by the Executive Board, not including the President. The Chair then appoints the other members of the Committee. One of the members must have served on the Committee the previous year. Committee members should be experienced in Chapter operations and well acquainted with the interests and capabilities of Chapter members. The Committee should be in place by August 1. The President is excluded from participation in all deliberations and discussions of the Nominating Committee.

Duties:

- Meets as soon after appointment as possible to consider possible candidates and draw up a tentative slate.
- Solicits the names of prospective candidates for office from the members of the Chapter.
- Contacts each potential candidate by phone or email to determine his/her willingness to serve.
- Issues follow-up letter to each candidate, confirming the Committee's invitation to become a candidate, requesting a letter of acceptance and a biographical profile.
- Presents the slate of nominees to the membership at least one month before the Chapter's Annual Business meeting and asks for any additional nominations.
- Ensures that the list of candidates is included in the notice of the Annual Business Meeting.
- If the slate includes more than one candidate for each office, mails a printed ballot to each member before November 1. Tallies votes and notifies all candidates of results.
- Conducts the election at the Annual Business Meeting.

2.11 Professional Development

The Professional Development Committee monitors programs for maintaining librarian's professional skills, monitors training/learning opportunities offered by SLA and by other organizations, and matches members' needs with available training and development programs.

Duties:

- Identifies growth opportunities offered by the Association or by other organizations in the Chapter's area and advertises these opportunities to the membership.
- Advises the President-Elect of any upcoming opportunities that might be suitable for use as a Chapter program.

2.12 Public Relations

The responsibility of the Public Relations Committee is to provide publicity to various media groups about the organization, meetings, special events and members at the direction of Chapter leadership. The Chair must be familiar with the aims, structure and activities of both the Chapter and the Association.

Duties:

- Distributes news releases and publicity for activities of the Chapter, such as meetings and special projects.
- Sends notices of Chapter activities to the Association's office for inclusion in its publications.
- Works with the Membership, Recruitment and Program committees as requested.
- Sends photographs, clippings and other items of special interest to Archives.
- Cooperates with the Association's Public Relations personnel, especially for the distribution of news releases of general interest, such as announcements of publications. The Association will send copies of news release to the library press, if requested to do so.
- Creates and distributes publicity of special librarianship as a profession.

2.13 Student Group Liaison

This Committee Chair coordinates Chapter contact with students in information and library science programs in our region for the purpose of providing information about scholarship opportunities and Chapter activities and to recruit new members. Programs in the Pittsburgh Chapter area are offered at the University of Pittsburgh and at Clarion University of Pennsylvania.

Duties:

- Contacts students and faculty at library schools to inform them of Chapter activities and scholarships and encourage students to attend Chapter meetings.
- Works with President-Elect to arrange special student rates or free student passes to Chapter events.

- Works with Membership Chair to recruit student members.
- Submits announcements and articles concerning students and scholarships to the Chapter publication.
- Works with the student group Presidents to provide advice and counsel as needed as well as an accessible point of contact with the Pittsburgh Chapter as needed.
- Participates in programs to provide an opportunity for students to meet Chapter members and obtain SLA brochures and membership applications.
- Works with each faculty advisor to ensure that all SLA requirements regarding student group registration and reporting are being met.

2.14 Webmaster

The Pittsburgh Chapter maintains a website housed on SLA's servers in Washington, D.C. Our Chapter's website is an important means for communicating and distributing news and information of interest to our members. It is also an excellent way to educate and inform nonmembers about our Chapter activities, members, the profession, as well as SLA. The URL of the Chapter website is: <http://units.sla.org/chapter/cpit>

Duties:

- Coordinates the design, layout, and hierarchy of the information presented on the Chapter's website.
- In concert with Committee Chairs and members of the Executive Board, collects, selects and publishes information on the Chapter website that is pertinent to the interests and needs of the membership.
- Ensures information is posted to the website in an accurate and timely manner.
- Follows SLA Unit Webmaster guidelines & resources and incorporates relevant aspects into the Chapter website.
<http://www.sla.org/content/resources/Webmaster/webstyle/index.cfm>
<http://www.sla.org/content/resources/Webmaster/index.cfm>
- Monitors websites of other SLA Chapters and Divisions, as well as other non-SLA websites, to harvest ideas for the website.

CHAPTER CALENDAR

- | | |
|-----------|---|
| January | <ul style="list-style-type: none">• New Executive Board takes office• Incoming President formulates priorities for year ahead, recruits committee chairs• Audited Year-End Financial Report due• SLA Chapter Officer Report filed• Budget created by President & Treasurer for approval at first Board Meeting• Winter Executive Board meeting• SLA Leadership Summit |
| February | <ul style="list-style-type: none">• SLA unit Officer Acknowledgements filed• First general membership meeting |
| April | <ul style="list-style-type: none">• Submission of request for visit by SLA President/President Elect due 5/1• Spring issue of <i>The Confluence</i> published |
| June | <ul style="list-style-type: none">• Annual Conference• Mid-Year Financial Report due |
| July | <ul style="list-style-type: none">• Summer Executive Board meeting• Chair of Nominating Committee named |
| August | <ul style="list-style-type: none">• Nominating Committee in place by 8/1 |
| September | <ul style="list-style-type: none">• Summer issue of <i>The Confluence</i> published |
| November | <ul style="list-style-type: none">• Election slate from Nominating Committee due, ballots sent 20 days prior to Annual Business Meeting• Chapter Award nominations due• Annual Report due |
| December | <ul style="list-style-type: none">• Annual Business Meeting/Awards Banquet• New officers elected for upcoming year• Winter issue of <i>The Confluence</i> published |

SLA REPORTING REQUIREMENTS

4.1 Annual Report

The SLA requires that an Annual Report be completed by the President of each Chapter by November 30 of each year. A sample copy of this report is included as Appendix 6.1 of this Manual. The Annual Report is a summary of the Chapter's activity in the past year – names of Officers, Directors and Committee Chairs, the scope of the Chapter's activities, involvement with student members, percentage of active members, status of Chapter publications, membership trends, etc. SLA sends a template of this form to the Chapter President each year. Four copies are distributed: one copy should be retained by the President, one should go to Archives, one is sent to the Chapter Cabinet Chair, and one goes to SLA Headquarters.

4.2 Financial Reports

SLA requires the Treasurer of each Chapter to file semi-annual financial reports in January and June of each year. The reports are compiled on Quicken software provided to the Treasurer so that each Chapter uses a consistent format. SLA sends reminders to the President and the Treasurer prior to the deadlines for the filing of these reports. The audited year-end report filed in January is more detailed than the mid-year report filed in June. It requires additional information as well as an Auditor's Certification. Sample copies of these reports are included as Appendix 6.3 of this Manual. Copies of these reports should be retained in Archives.

4.3 Chapter Officer Report

The incoming President files this report in January. It is sent to the President by SLA together with a set of mailing labels for the Chapter. The form lists all incoming Officers, Directors and Committee Chairs of the Chapter. It is filled out by peeling off member names from the set of mailing labels and inserting them into the appropriate slots.

4.4 Leadership Code of Responsibility

The SLA requires **every** Chapter officer, Director and Committee Chair to sign a form acknowledging that they understand the responsibilities that they are about to undertake. A sample copy of this form is included as Appendix 6.6 of this Manual. Willingness to sign the Leadership Code of Responsibility is a precondition to holding elective or appointive office in the Chapter. These forms should be distributed to each Chapter office holder upon their election or appointment (i.e. by the end of December) and must be forwarded to SLA headquarters by February 1.

CHAPTER POLICIES AND PROCEDURES

5.1 Chapter Archives

Contents:

The archives should contain any materials that the Archivist considers to be of historical value. There are two types, evidential and informational. Evidential records document the life of the organization--its organization and development, its functions, and its activities. Informational records provide information; retention of this type of record is at the discretion of the Archivist.

Archives should include, therefore: relevant correspondence; items concerning policy; all publications, including every issue of bulletins and/or newsletters; all reports and all minutes; closed book accounts; all Chapter Awards and Citations with accompanying documentation; all compiled rosters of officers and members; photographs; procedures manuals; and other items as identified.

Retention Schedules:

Items placed in the Archives are retained permanently.

Transfer of Materials to the Archivist:

Outgoing officers and committee chairs should transfer archival materials to the Archivist at the end of their term of office. Incoming officers and committee chairs may wish to receive files intact from their predecessors. Following timely review, they should pass the material on to the Archivist for weeding and filing.

Types of material to be kept:

- Rosters of officers and committee members

- Board minutes and reports

- President -- Annual report and other materials of permanent importance, including correspondence not found elsewhere
- Secretary -- Materials of permanent importance, including correspondence
- Treasurer -- A copy of the yearly budget and annual statement, and other materials of permanent importance (Bank statements, cancelled checks, receipted bills, etc. should be held five years and not sent to the permanent archives.)
- Committees -- anything of historical value produced by a committee

- Publications -- Archival files should contain one copy of the actual publication. Correspondence pertaining to a publication should be filed in the folder of the committee or position responsible for the publication.
- Bulletins
- Membership directories

5.2 Chapter Awards

Purpose:

The Pittsburgh Chapter's awards recognize Chapter members who have demonstrated outstanding leadership and service to the Chapter.

Requirements:

1. The honorees must be currently active members of the Chapter.
2. The honorees should have demonstrated dedication to the growth and development of the Chapter by notable participation, leadership and involvement in Chapter activities or initiatives.
3. Nominations should provide specific examples of how the contributions support the Chapter Priorities, Strategies, Mission, or Vision as stated in the Chapter Strategic Plan.
4. Nominations should come from Pittsburgh Chapter members. Student group members may be nominated. Self-nominations are acceptable.

The following information on nominees must be provided to the Chair of the Awards Committee (no form is necessary):

- Name, organization, and contact information for the person being nominated.
- Name, organization, and contact information for the person submitting the nomination.
- Concise statement describing notable participation, leadership or involvement per Specific Requirement #2 and how these contributions support the Chapter strategic plan per Specific Requirement #3.
- Supporting documentation which provides further detail regarding the nominees or the contribution for which the persons are being nominated.

Award Descriptions:

- **Leadership/Pittsburgh Chapter Award**
The Pittsburgh Chapter's "*The Pittsburgh Chapter Award*" is presented annually to recognize a Chapter member who has demonstrated outstanding leadership and service to the Chapter.
- **Lifetime Achievement Award**
This award will honor a professional librarian for outstanding achievement and accomplishments reflecting the goals of the library profession. The honoree will have shown extended and sustained periods of distinguished commitment to the Chapter.
- **Publications/ Authorship Award**
This award will be presented to a Chapter member who has made a significant contribution to the published literature or created an important electronic document or tool. Examples include journal articles, conference presentations, book chapters, web pages, and blogs.
- **Catalyst Award**
This award recognizes a member who has provided innovative solutions to issues that significantly affect the mission and values of the Chapter.
- **Innovation in Technology Award**
The technology award is given to a member who has developed methods or tools to streamline and simplify information tasks through the use of advanced technology so as to

achieve actionable results.

- **Mentoring Award**

This award will be presented to a Chapter member in recognition of exceptional contributions in the area of mentoring students and/or practicing professionals in the field.

Recent Leadership/Pittsburgh Chapter Award Recipients:

2005	Adele Barsh	Carnegie Mellon University
2004	Dr. William Buchanan	Clarion University
2003	Kim Gregory	Federated Investors
2002	Denise Callihan	PPG Industries
2001	John DiGiglio	Kirkpatrick Lockhart
2000	Earl Mounts	Alcoa
1999	Barbara Folb	University of Pittsburgh
1998	Betsy Schlueter	Bayer Corp.
1997	Lynn Tinsley Berard	Carnegie Mellon University
1996	Barbara Richards	Carnegie Mellon University

5.3 Bulletin Material (Suggested)

- Lists of Officers, Directors and Committee Chairs, in at least the first issue after new officers assume their duties.
- List of new members and address changes of others.
- Announcements of forthcoming Chapter meetings.
- Reports of previous meetings.
- President's column.
- Profiles of President and other officers.
- News items from SLA headquarters.
- Feature articles.
- Descriptions of special libraries in the area, emphasizing unique services, collections or methods.
- News of special accomplishments of Chapter members.
- Reports of special projects undertaken by the Chapter.
- Papers presented at Chapter meetings.
- Local area news of libraries, events and members.
- News from other Chapters.
- Book reviews and bibliographies of new publications.
- Calendar of library events in the region.
- Reports of Chapter and Association business.
- Nominating Committee reports, including biographical information about candidates and

- election results.
- Annual report of the President, either highlights or the full report as submitted to Headquarters.
- Reports of Chapter committees.
- Reports of Chapter business meetings.
- Reports of Association annual and leadership meetings.

5.4 Fiscal Methods and Practices

Fiscal Year: The fiscal year runs January 1 through December 31

Tax Status: SLA is a non-profit corporation as defined in the IRS Code under section 501 (c)(3), organized under the laws of the State of New York. SLA is NOT exempt from Pennsylvania local sales taxes. The SLA Federal Employer Identification Number (FEIN) is 13-5404745. This number is most commonly used when opening a bank account, obtaining a mail permit, or completing a form W-9. Only SLA headquarters is authorized to file reports to Federal, State, or Local authorities.

Income: The Chapter's primary sources of income are:

1. Annual allotment from the Association, which is determined by the Association's Board of Directors and calculated using the membership count for the Chapter as of December 31. No allotment shall be paid to a chapter unless the required financial mid-year and annual reports have been received and approved by the Association.
2. Income from other sources:
 - Meeting registrations (receipts in excess of cost)
 - Sponsorships
 - Donations

All contributions received in excess of \$250.00 must be recognized in writing. All Chapter income should be promptly deposited to a Chapter bank account. Each source of income should be identified separately in cases where a deposit includes several items. Savings or money market accounts may be employed for funds not immediately needed for Chapter operations, with monies transferred between accounts as necessary.

Reserve Funds: The Chapter should try to maintain bank balances at least equal to at least one year's average expenses to ensure there is an adequate level of financial reserves. Any major proposed expenditure should be analyzed pro forma against its effect on the reserve balance before the funds are committed.

Bank Accounts: All bank accounts must be established as "Special Libraries Association, Pittsburgh Chapter." The order of the name is important as banks cross reference the FEIN to the organization name, which is Special Libraries Association. All bank accounts must have at least two signatories.

Expenditures: Each expenditure must be documented by an invoice, receipt or other written justification. All expenditures in excess of \$100 must have the approval of the Executive Board based on budget allocations for the year. Payments made to an individual or entities in an amount over \$600 for the year (excluding amounts for expense reimbursements) must be reported to the

Association by January 15th so that a 1099 can be issued. The report must include the name, address, social security or taxpayer identification number, amount paid, and nature of payment.

Reporting: The Treasurer has an obligation to the members of the organization to scrupulously care for the money entrusted to him/her. The financial reports required by SLA and the Treasurer's reports to the Board are the vehicles whereby the Treasurer keeps the Association and the Chapter apprised of our fiscal condition.

Auditing: The Chapter's annual year-end financial report must be certified for accuracy by an auditor designated by the Chapter President. The Treasurer must provide all appropriate documentation required by the Auditor.

Budget: The incoming President and the Treasurer should jointly prepare an annual budget for Board approval at the first Board meeting of each new fiscal year. The budget should provide an estimate of projected Chapter income and expenses for the year ahead as well as the pro forma financial effect of any major Chapter initiatives.

5.5 Officer Travel Reimbursements

The Pittsburgh Chapter may provide partial reimbursement of expenses incurred by its officers as its representatives at the SLA leadership and annual conferences. A travel stipend may be provided to defray normal conference expenses such as travel, lodging; registration, meals, local transportation for each officer at each meeting. The stipend, an amount to be determined by the Executive Board, is available to the Chapter President or President-Elect for attending the SLA leadership meeting, and to the President-Elect for attendance at the Annual Conference. The provision of the stipend may be affected by the state of the Chapter's finances as determined by the Executive Board. When operating funds are limited, the order of priority is: 1. President-Elect, 2. President's Designate.

A reimbursement request letter with original receipts must be submitted to the Treasurer to obtain the stipend.

Officers may be reimbursed for travel expenses incurred in the performance of their duties (for example, as official Chapter representatives at SLA events, etc.). Pro forma expenditures in excess of \$100 require Executive Board approval as set forth in Section 5.4 of this Manual. If the expenses are approved, reimbursement requests must be submitted to the Treasurer along with original receipts.

5.6 Programs

The President-Elect is responsible for arranging meeting programs. The President-Elect may make the arrangements alone or in conjunction with a committee.

Many members base their opinion of SLA in large part on the subject matter, timeliness and quality of these programs; it is essential that programs be based on the needs and suggestions of the membership. It is important to focus on topics of current interest, to provide a variety of subjects to interest all types of special librarians and to obtain speakers who are both knowledgeable and entertaining. Arrangements should ensure that the program, schedule, food and facilities all contribute to fulfill members' expectations. Programs should be planned to result in a modest positive contribution to the Chapter operating budget.

Hints for Running an Effective Dinner Meeting:

- Locations should be chosen to best satisfy a matrix of convenience, affordability, good food and adequate facilities.
- The Chapter Governing Document requires that at least 4 general membership meetings be held each year.
- SLA can provide pre-pasted mailing labels for the Chapter to use in addressing invitations. These can be ordered by e-mail or fax and usually arrive within 7 working days.
- Students at Pitt and Clarion should be invited to attend, particularly since the Chapter subsidizes their registration cost. The student chapter Presidents should be asked to post invitations and distribute them on the appropriate college listservs.
- In recent years joint programs with MLA, WPLLA and ARMA have been very successful, particularly co-hosting videoconferences, a kick-off party and a holiday party.
- The November meeting traditionally has been a pizza party for the student members. This is usually held at a location close to SIS and the theme is career-related.
- A copy of the meeting announcement should be sent to the Chapter Webmaster for posting on the Chapter's website.
- Check with the Chapter President for special activities or announcements to be included in the program.
- The Governing Document requires that the registration forms are to be mailed at least two weeks prior to the meeting, but three weeks is better. The form should include directions to the meeting place, cost, schedule, speakers, and a registration form to be returned with payment. Payments may also accepted at the door. Registrants remain responsible for costs if they respond, but fail to show or cancel within a timely manner.
- The President-Elect acts as "master of ceremonies" for the day; introduces speakers, makes announcements, thanks those responsible for local arrangements, etc.
- As funds allow, speakers should be compensated with a gift. The Chapter pays for the speaker's meal unless the speaker is a vendor representative. Vendors are expected to contribute substantially to the total cost of the meeting.
- Entree choices should include one vegetarian item and coffee, tea and dessert.
- When planning dinners, be aware of possible conflicts with religious or ethnic holidays. Dinner meetings have traditionally not been scheduled for weekends, Mondays or Fridays.
- Remember that quoted prices usually don't include a 22% surcharge for taxes and gratuities. SLA is NOT exempt from state and local sales tax in Pennsylvania.
- Provide nametags and pens for filling them in at the door. Ask the restaurant to set up a check-in table at the door.
- Advance RSVPs are a must and all registration forms must clearly state that those who do not show will be charged for their dinners.
- Make sure that the restaurant has any needed AV equipment (microphone, overhead, screen, podium). Private dining rooms are advantageous.
- The logo and identity of any sponsoring organization should be printed on the registration form.
- Try to make restaurant reservations at least a month in advance. Most restaurants require a preliminary and a final count before the event, and some require deposits.

- Arrange with the Treasurer for payment for the meeting in case the Treasurer is absent.
- Work with incoming President-Elect to inform him/her about the duties of the job by passing along step-by-step written instructions on planning a program, and by meeting with the new person for at least one orientation session.

5.7 Strategic Plan Maintenance

The Pittsburgh Chapter's Strategic Plan was extensively revised in 1998. The Plan has provisions for maintenance to keep it permanently current and pertinent to the development of the Chapter. A copy of the Strategic Plan is included as Appendix 6.6 of this Manual. Responsibility for the maintenance of the Plan is vested in the Chapter President, who must bring the required actions before the Chapter Board as stipulated in the Plan.

The maintenance activities required of the President and Board are:

Annually:

1. The Board must examine the Chapter's Strategies as set forth in the Plan and either reaffirm them or revise them at the January Board meeting.
2. The President must determine his/her priorities, reflecting the above Strategies, and present them to the Board at the January Board meeting. The Plan is updated with the President's priorities for the year ahead. Once approved by the Board, the priorities should be published in the Chapter bulletin.
3. The Board must reaffirm or revise the Chapter's Mission Statement each year at its January meeting.

Other than Annually:

1. The Board must reaffirm or revise the Chapter's Vision Statement every five years. The next review of the Vision is scheduled for 2009.

APPENDICES

6.1 Sample Annual Report to SLA

1. Chapter Information

1. Chapter

Pittsburgh

2. Person submitting the report

Earl Mounts

2. Administration

3. Does your chapter offer any type of leadership training for officers and/or committee chairs beyond the training provided at Leadership Development Institute?

No

4. If yes, please explain

Empty

5. Is your chapter having difficulty finding officers?

Yes

6. If yes, please explain

Since we are a small and aging Chapter, we have difficulty finding officers who have some degree of experience in organization governance. As a result, our pool of potential officers requires a great deal of training and few of us can afford the time required to bring potential officers up to speed.

7. Does your chapter have a policy and procedures manual?

Yes

8. If yes, Date of Last Revision

12/12/2002

9. Does your chapter have a strategic plan?

Yes

10. If yes, Date of Last Revision

01/12/2006

11. Does your chapter conduct a membership needs survey?

No

12. If yes, please explain

Empty

13. Does your chapter have any liaisons with any other information related groups?

Yes

14. If yes, please explain

We exchange meeting notices and cocktails with the Western Pennsylvania Law Librarians Association, the Pittsburgh Chapter of American Records Management Association, the Pittsburgh Chapter of the Medical Librarians Association, the Pittsburgh Chapter of the Society for Technical Communication, and the Pittsburgh Knowledge Management Consortium.

15. Where are your archives housed?

Carnegie Mellon University Mellon Institute

16. Is there a signed archives agreement?

No

3. Finance

17. Does your chapter have a fund raising campaign?

No

18. If yes, please explain

Empty

19. Do you support the travel expenses for your leaders at Leadership Summit and Annual Conference?

Yes

20. If yes, how much do you budget for each of these expenses? Please enter dollar amount

Leadership Summit - 100

Annual Conference - 200

21. Does your chapter have an investment policy?

No

22. If yes, please explain

Empty

23. Does your chapter have an expense reimbursement policy?

Yes

24. If yes, please explain

Empty

4. Communications

25. Does your chapter produce any brochures?

Yes

26. If yes, what is your target audience?

Prospective members

27. Does your Chapter publish a newsletter/bulletin? If yes, how often:

Yes, web based only

28. IF yes, frequency:

Three times

29. Does your Chapter publish a membership directory?

Yes

30. If yes, please explain

Yes, web-based only

31. Does your chapter exhibit at meetings of other library or non-library related groups?

No

32. If yes, where did you exhibit?

Empty

5. Programs

33. Please list all the programs and meetings your chapter has sponsored or co-sponsored:

2005 August 15--Joint Cocktail Party with Society for Technical Communication, Western Pennsylvania Law Librarians Association, and Pittsburgh Knowledge Management Consortium

2005 September 28--Reports on Toronto Conference by Chapter Members

2005 November 10--University of Pittsburgh Student Pizza Party

2005 December 8--Holiday Party and Auction featuring the Humor Queen

2006 February 15--Relieving Stress through Meditation and Feedback

34. Using your best estimation, what percentage of your members attends meetings or programs?

20%- 40%

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

Increased by what percent -Empty

Decreased by what percent - Empty

Experienced no change -0

36. Does your chapter have any subunit, such as a section or networking group?

No

37. If yes, please list and provide a description

Empty

6. Membership

38. *Does your chapter offer any employment services?*

No

39. *If yes, please explain*

Empty

40. *Does your chapter have a membership committee?*

Yes

41. *Does your chapter have a membership recruitment plan?*

No

42. *If yes, please explain*

Empty

43. *Does your chapter have a membership retention plan?*

No

44. *If yes, please explain*

Empty

45. *Does your chapter follow-up on lapsed members?*

No

46. *If yes, please explain*

Empty

47. *Does your chapter have a new member reception or similar function?*

No

48. *If yes, please explain*

Empty

49. *Does your chapter send "welcome packets" or similar information to new members?*

No

50. *If yes, please explain*

Empty

51. *Are there any MLS or related programs in your chapter's area (Chapters only)?*

Yes

52. *If yes, please explain*

University of Pittsburgh

Clarion University of Pennsylvania

53. *Does your chapter have a program targeted toward increasing student membership/participation?*

No

54. *If yes, please explain*

Empty

55. *Does your chapter sponsor a student meeting?*

Yes

56. *If yes, please explain*

We sponsor two programs a year for University of Pittsburgh and Clarion University information students.

57. *Does your chapter have a mentoring program?*

Yes

58. *If yes, please explain*

Our mentor committee coordinates meetings between members and students, such as lunches and one-on-one library visits.

59. *Does your chapter sponsor any scholarships or other sources of financial aid?*

No

60. *If yes, please explain*

Empty

61. *Does your chapter sponsor a student(s)'s attendance at the annual conference?*

Yes

62. *If yes, please explain*

We encourage students to apply for sponsorship to conferences by submitting essays and rationale for expenses.

63. *Does your chapter sponsor a "career night" or similar type program?*

No

64. *If yes, please explain*

Empty

65. *Does your chapter have any awards/honors to bestow upon members?*

Yes

66. *If yes, please explain*

Yes, we currently provide the following awards: Outstanding Member, Outstanding Student Member, Catalyst Award, Hospitality Award, Authorship Award, Perfect Attendance Award, and Leadership Award.

APPENDICES

6.2 Sample Annual and Semi-Annual Financial Reports to SLA

Pittsburgh Chapter Mid-Year Financial Statement:

Cash Flow Report

Category Description	1/1/2006- 5/31/2006
INCOME	
Dues Allotment	3,120.00
Interest Inc	53.73
<u>Meeting Income</u>	<u>857.00</u>
TOTAL INCOME	4,030.73
EXPENSES	
Meeting Exp	679.25
Postage & Supply	59.50
<u>Interest Expense</u>	<u>0.01</u>
TOTAL EXPENSES	738.76
OVERALL INCOME – EXPENSE	3,291.97

Balance Sheet - As of 5/31/2006

Account	12/31/2005 Balance	5/31/2006 Balance
ASSETS		
Cash and Bank Accounts		
Checking	466.97	3,705.22
Savings	0.00	0.00
<u>Savings-SLA Pooled Fund</u>	<u>4,528.91</u>	<u>4,582.63</u>
TOTAL Cash and Bank Accounts	4,995.88	8,287.85
TOTAL ASSETS	4,995.88	8,287.85
LIABILITIES & EQUITY		
LIABILITIES		
	0.00	0.00
EQUITY	4,995.88	8,287.85
TOTAL LIABILITIES & EQUITY	4,995.88	8,287.85

Pittsburgh Chapter Year-End Financial Report

Cash Flow Report

Category Description

1/1/2005- 12/31/2005

INCOME	
Interest Inc	115.60
Meeting Income	3,885.00
Sponsorship	852.73
TOTAL INCOME	4,853.33
EXPENSES	
Meeting Exp	4,436.70
Miscellan Exp	1,620.39
TOTAL EXPENSES	6,057.09
OVERALL INCOME – EXPENSES	-1,203.76

Balance Sheet

As of 12/31/2005

Account	12/31/2004 Balance	12/31/2005 Balance
ASSETS		
Cash and Bank Accounts		
Checking	1,786.33	466.97
Savings	0.00	0.00
Savings-SLA Pooled Fund	4,413.31	4,528.91
TOTAL Cash and Bank Accounts	6,199.64	4,995.88
TOTAL ASSETS	6,199.64	4,995.88
LIABILITIES & EQUITY		
LIABILITIES		
	.00	.00
EQUITY		
	6,199.64	4,995.88
OVERALL TOTAL	6,199.64	4,995.88

These forms are downloaded from the SLA website and submitted with year-end report.

Statement of Liabilities	
Statement of liabilities	
As of 12/31/____	
1. Unpaid Bills as of 12/31/____	_____
2. Subscription income received in advance	_____
3. Meeting income received in advance	_____
4. Other income received in advance	_____
5. Outstanding loans from	_____
6. Other liabilities:	_____
_____	_____
_____	_____
7. Total Liabilities as of 12/31/____ (add rows 1 - 6)	_____

Property Report & Auditor's Certification	
Special Libraries Association	
Unit: _____	
Section: _____	
Property Report For Year Ending 12/31/____	
If the unit owns any property which falls within the definitions given on the Property Guidelines , please report the following:	
<u>Item</u>	<u>Date Acquired</u> <u>Cost</u> <u>Location</u> <u>Person Responsible</u>
 () Unit does not own any property as defined by the Property Guidelines	
.....	
Auditor's Certification: I hereby certify that I have examined the accounts and records of the _____ (<i>insert unit's name</i>). In my opinion, they have been carefully maintained and the attached statements have been prepared correctly therefrom.	
Auditor's Signature: _____	Date: _____
Auditor's Name: _____	
Address 1: _____	
Address 2: _____	
.....	
Treasurer's Signature: _____	Date: _____

APPENDICES

6.3 Sample Secretary's Report



**Special Libraries Association -
Pittsburgh Chapter
Board/Committee Meeting
August 14, 2006**

The Fall Board/Committee Chair Meeting of the Special Libraries Association – Pittsburgh Chapter was held in the Social Room of the Mellon Institute (Room 328).

In attendance: Jan Deitch (Past-President); Earl Mounts (President); Tim Gaus (Public Relations); Ange Pollis (Awards); Denise Callihan (Professional Development , Consultations); Betsey Tuttle (Discussion List); Donna Beck (Student Liaison); Sallie Smith (Treasurer); Esther Nathanson (Director); Amy Watson (Secretary); Rachel Callison (President Elect)

1. Call to Order –

Earl Mounts brought the meeting to order at 6:37 pm.

2. President's Welcome and Introduction of Attendees –

Earl Mounts formally welcomed and then asked the group to introduce themselves. New to the group is Betsey Tuttle, who has volunteered to act as the new Discussion List Coordinator.

3. Approval of Minutes of Meeting of February 1, 2006 (Amy Watson) -

Minutes of the meeting had been distributed to the Board via email prior to the meeting. Rachel Callison moved to approve the minutes without changes. Esther Nathanson seconded the motion. All members of the Board approved.

4. Presentation and Approval of Treasurer's Report (Sallie Smith) -

A written report was submitted at the meeting (see attached). Sallie Smith reported that the Chapter is in good financial shape. There is approximately \$4,600 in the pooled fund. A question was brought up as to how much money should be kept in this fund and Sallie explained that the goal was to keep the amount in the pooled fund as consistent as possible. We vary between \$4,000 and \$6,000 each year, which covers our operating expenses for a year. Amy Watson moved to approve the report and Jan Deitch seconded the motion. All members of the Board approved.

5. Committee Chair Reports -

Consultations (Denise Callihan) -

Denise Callihan provided a bit of history on the project with Animal Friends, which has now been going on for close to a year. She explained how the Chapter had to go to International for permission to take this project on as a community outreach project instead of a long term consultation; as such a consultation could be considered a conflict of interest. In April the new facility on Camp Horne Road opened with a library, and members of the Chapter have helped put books on the shelves which is a catalogued non-circulating collection. This project continues to be in its beginning stages, and the Chapter has hopes that at some point in the future that Animal Friends will put a full time librarian on staff. Jan Deitch, Earl Mounts and Denise have all been trained as official Animal Friends volunteers; therefore their time is now officially logged. If Chapter members are seeking volunteer opportunities there are many available, from creating pathfinders to website design. The current project underway is to take an 'information audit' of the staff and others as a means of determining the primary audience of the library.

Awards (Ange Pollis) -

Ange Pollis brought to the Board's attention a concern as to if the Pittsburgh Chapter Award winner should receive a cash award, as the amount was previously based on the equivalent of a year's dues. Now that there is a sliding scale for dues payment, this could become difficult. There was additional discussion on this topic, however no consensus was reached. More Awards discussion occurred during the New Business section of the meeting.

Discussion List (Betsey Tuttle) -

Betsey Tuttle has graciously agreed to manage the Chapter's discussion list after Adele Barsh's recent relocation. There are currently 119 members on the discussion list, and Betsey and Earl Mounts are collaborating on making sure all current members are on the discussion list in order to facilitate more efficient communication.



**Special Libraries Association -
Pittsburgh Chapter
Board/Committee Meeting
August 14, 2006**

Student Liaison (Donna Beck) -

Donna Beck will be participating, with the SLA Student Group President, in new student orientation at Pitt on August 25th, from 5:00 – 6:00 pm, . There is a push for the students to become actual SLA members as opposed to just members of the Student Group. A goal for this year is to increase the activity level of student members in Chapter meetings.

6. Old Business -

Animal Friends Project -

This item was discussed previously in the Committee Chair Reports.

7. New Business-

a. New Website -

Rachel Callison distributed a test url to the board seeking additional comments and feedback. Rachel made it known that she is not the webmaster for the Chapter. The goal is to roll out an 'under construction' version of the site in the early fall.

b. Procedures Manual -

Amy Watson reported that she received feedback from all Board members except for Denise Callihan, Steve Posti, Shelia Rosenthal and Linda Hartman. She stated that her plan was to take the feedback given by the larger Board and coordinate it into one cohesive document. The timeline for this project will follow after the publication of the next issue of the Confluence, with hopes of having a working document to the Executive Board for feedback before the end of October.

c. Issues Associated with New Governance Year -

At the Spring Executive Board meeting, a decision was made to shift the annual Chapter awards from the spring to the winter, in order to fall in line with the new governance year. In addition, this decision was made in order to give the Board time to revamp the awards, and establishing a standard set of awards for the Chapter. A discussion was held concerning which awards the Chapter should present, and the decision was made to offer Technology, Author, Mentor, Catalyst and Lifetime Achievement awards, in addition to the Pittsburgh Chapter Award. An action item was given to Ange Pollis, which was to create a paragraph description for each of the awards and to submit this to the Board for approval. The timeline goal of this is to have the descriptions done in time for publication in the next issue of the Confluence, with the awards to be given in December. Denise Callihan reiterated the importance of our nominating Chapter members on an International level as well.

d. Baltimore Conference Comments -

Rachel Callison reported on her attendance at the Leadership meetings, where modeling changes and suggestions were proposed by International. One of the suggestions offered was for the Pittsburgh Chapter to merge with the Philadelphia Chapter. The leadership of both chapters mutually decided to forgo this decision. Another topic that the Board discussed, following the report about the Baltimore Conference Leadership activities, was the likelihood of including West Virginia and Ohio in our Chapter.

8. Announcements -

There was some brief discussion concerning the planning of upcoming meetings. Announcements concerning the meetings will be distributed soon.

9. Adjournment -

The meeting was adjourned at 7:47 pm.

Respectfully Submitted – Amy Watson

APPENDICES

6.4 Strategic Plan 2006



Pittsburgh Chapter, Special Libraries Association Strategic Plan - 2006

VISION

The Pittsburgh Chapter, Special Libraries Association, is the local organization for innovative information professionals and their strategic partners.

Board Responsibility for Vision: The board will reaffirm or revise the vision every five years at the winter board meeting (2009 is the next reaffirmation/ revision)

MISSION

The Pittsburgh Chapter, Special Libraries Association offers professional development opportunities, enables members to add value to their organizations, advocates and promotes the role of information professionals in the community, and facilitates a network of communication between the association, chapter members, and strategic partners.

Board Responsibility for Mission: The board will reaffirm or revise the mission each year at the winter board meeting.

STRATEGIES

- Position chapter members to create information opportunities
- Provide channels for effective communication among members
- Increase the Chapter's role in the community
- Increase the Chapter membership by encouraging participation in Chapter activities
- Develop future information leaders
- Increase Chapter and Association visibility

Board Responsibility for Strategies: The board will reaffirm or revise the strategies each year at the opening board meeting.

PRIORITIES 2006 (For the Term of Chapter President Earl Mounts)

1. Communication
2. Recognition
3. Students
4. Community

Board Responsibility for Priorities: The president will determine priorities, reflecting the strategies, each year by the opening board meeting. The president will direct the appropriate board members or committee chairs to develop tactics to accomplish these priorities.

Board Responsibility for the Strategic Plan: This strategic plan will guide the board and committee chairs in deciding allocation of chapter resources, program planning, and directing the energies of officers, committees and members. The plan is concise and modular. It is concise so that its content is immediately accessible and understandable. It is modular so that sections of the plan are reaffirmable or revisable at regular intervals, which are specified in the plan. The board is responsible to ensure that chapter efforts are consistent with the plan, or that any inconsistencies are remedied by appropriate revision of the plan.

Respectfully submitted & approved at Executive Board meeting of 23 March 2006

APPENDICES

6.5 Sample Treasurer's Report to the Membership

SLA Pittsburgh Chapter
Cash Flow Report

Balances brought forward from 12/31/2005

Checking/Operating	466.97
Pooled Savings Account	<u>4,528.91</u>
Accounts total	4,995.88

1/1/2006 through 10/19/2006

Category Description	1/1/2006- 10/19/2006
INFLOWS	
Uncategorized	0.00
Dues Allotment	3,120.00
Interest Inc	108.21
Meeting Income	1,349.00
TOTAL INFLOWS	4,577.21
OUTFLOWS	
Meeting Exp	1,174.25
Postage&Supply	59.50
_IntExp	0.02
TOTAL OUTFLOWS	1,233.77
OVERALL TOTAL	3,343.44

Account balances as of October 19, 2006:

Checking/Operating	3702.22
Pooled Savings Account	<u>4637.10</u>
Accounts Total	8339.32

NOTE: Interest income is cumulated in the SLA Pooled Savings Account and is reflected in the Pooled Savings account balance rather than the Checking/Operating balance.

APPENDICES

6.6 Sample Leadership Code of Responsibility

Special Libraries Association

Leadership Code of Responsibility

(Approved by the Board of Directors, June 12, 2003)

(Revised by the Board of Directors, March 17, 2006)

The role of leaders in the Special Libraries Association is to advance opportunities for members to share in and accomplish the Vision and Mission of the Association. To ensure that outcome, leaders shall respect and adhere to this code that identifies SLA Leadership's responsibility and accountability to the Association and its members. Leadership is defined as the leaders and members of the Board of Directors, Association Committees and Task Forces, as well as the voting members of Chapter and Division Executive and Advisory Boards, and Caucus Conveners.

The conduct of leaders shall be marked by integrity, dignity, respect for others, competence, and excellence, thus inspiring these qualities in all members and furthering the mission of the Association. Leaders have the positive obligation to conduct themselves according to this principle.

In accepting a leadership position in Special Libraries Association, I am making the following commitments:

I understand and support the Association's objectives and policies, have the ability to interpret them to others, and the ability to contribute to the formulation and the evaluation of Association objectives and policies.

I understand that the units operate under the direction of the Association, and that the units may not function as a separate entity.

I will read and understand the policies, guidelines, reporting requirements, and training materials relative to my leadership position.

I will treat fellow officers and members with honesty, respect and fairness, consistently recognizing and giving equal time to dissenting opinions.

I will be knowledgeable of the issues before my unit and before the Association by reviewing all communications distributed to me and engage in clear and accurate communication in the exchange of ideas among other leaders, members and other units.

I will promote a free exchange of information about the unit's/Association's plans through regularly distributed communications media (e.g., bulletins, discussion lists, or updating a Web site).

I will do my best to attend and be prepared for all board, business and leadership meetings appropriate to my position.

I understand that I will not pursue private interests at the expense of my unit or the Association, and I will recuse myself from any discussion and votes where I have, or reasonably appear to have, a conflict of interest.

I shall avoid any conflict between my personal, professional, or business interests and the interests of SLA, in any and all actions taken by me on SLA's behalf.

I agree that I shall not engage in private discussion of, or otherwise disclose to third-parties, information regarding SLA matters (except when engaged in the conduct of the proper business of the Association). All information that is not a matter of public record, or not otherwise authorized by the appropriate authority (i.e. the Board, the Association President, the CEO) to be disclosed as public, shall be considered confidential.

I agree that the content of SLA business, including documents, reports, records, data, minutes or analysis of such materials performed by SLA, should not be discussed or shared outside of official meetings and processes. This includes information regarding data and technical information, contracts and agreements entered into by the

Association, policies and processes of the Association, and financial information and business records of the Association.

I agree that materials produced by me for the purpose of fulfilling my duties as an SLA volunteer leader will remain the sole property of SLA. Materials may be shared upon written permission from SLA's COO.

I agree to abide by the Association's records retention schedule located at <http://www.sla.org/content/resources/leadcenter/leadtrain/treamanual/trespolman.cfm#recreten>

I will comply with all policies and reporting requirements of the Association, as required in the Association's bylaws.

I will facilitate organizing and holding regular meetings of members and other information professionals for the purposes of professional development and networking.

I will promote mentoring and the recruitment of new members.

I will make every effort to ensure leader succession planning and recognition by assisting the relevant committees in identifying and evaluating members for leadership positions and awards.

I agree to accept the fiduciary responsibilities inherent in the office to which I have been elected or appointed.

I agree to actively serve in the position to which I have been appointed or elected and will devote the time necessary to fulfill the responsibilities of my position.

I will notify my unit/Association board if I am unable to fulfill my duties for more than 45 days and will step aside from my responsibility if I cannot fulfill my duties for a period of greater than 60 days. I understand that the unit board may contact the appropriate Association official for additional guidance in this matter.

I have read this document, have received and read the documents referred to within the code, understand the commitments required of me, and will adhere to this code of responsibility. I understand that failure to meet any of these commitments may bring into question my willingness and ability to serve in this position.

Signed

Date

Office

Unit/Committee/Task Force

Please submit completed form to:

Linda Broussard
Special Libraries Association
331 South Patrick Street
Alexandria, VA 22314-2514
Fax: 703-647-4901 Email: lbroussard@sla.org