

**Pharmaceutical &
Health Technology
Division**



SPECIAL LIBRARIES ASSOCIATION

**Pharmaceutical & Health Technology Division
Special Libraries Association**

**DIVISION PRACTICES AND
PROCEDURES MANUAL**

**For Officers, Committee Members
and Appointed Positions**

January 2011

**SLA PHARMACEUTICAL AND HEALTH TECHNOLOGY DIVISION
PRACTICES AND PROCEDURES MANUAL**

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Division Governing Document

Purpose and Scope of Procedures Manual

The Division has established the following Procedures Manual to aid in future Division Board activities. This manual provides guidelines for the effective operation of the Division based on Division Governing Guidelines and the collective past experience of those who have served in the various elected and appointed offices.

The manual covers required and suggested responsibilities for each position and in all cases conforms with the Division Governing Guidelines. A copy of this manual will be provided to each incoming officer, committee chair, and appointed position in order that each may become familiar with his/her area of responsibility.

This manual should be considered a working document and periodically revised. Sample documents have been gathered and included whenever possible. The Procedures have been reviewed and approved by the PHT Division Board. Every effort should be made to adhere to these guidelines.

Name and Mission

The name of this unit is the Pharmaceutical and Health Technology (PHT) Division, Special Libraries Association.

The mission of this Division is that of the Special Libraries Association.

Division Scope

The PHT Division of the Special Libraries Association provides a forum for the exchange of information and ideas among individuals interested in the collection, storage, retrieval, analysis, and dissemination of information in all aspects of the pharmaceutical, biomedical, biotechnical, cosmetic, diagnostic, medical device, and other health care fields including education, research, business and marketing.

Membership

The membership of the PHT Division shall be those members of the Association who elect to affiliate with the Division.

The Association's Board of Directors shall define the classes of members.

Division membership falling below 25 members for more than one Association year will be reported to the Division Cabinet Chair.

Executive Board

The Executive Board is the governing body of the Division, determining its policies and procedures and carrying out its affairs during the year. The Executive Board is composed of the five elected officers of the Division.

	<u>Term of Office</u>
Chair	1 year
Chair-elect	1 year
Secretary	2 years
Treasurer	2 years
Past Chair	1 year

All Division officers must be members of SLA.

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A majority of executive board members in office shall constitute a quorum for the transaction of business at any meeting of the Board.

No member shall serve in the same office for more than two consecutive terms.

The Board may establish committees, which shall be responsible to the board.

The Board may authorize funds for committee expenses.

Meetings

The Board is required to meet at least twice a year and additional meetings may be called by the Chair or held at written request of two Board members.

At least one meeting of the Executive Board and Advisory Council will be held at the Association annual conference (to make plans for the Division year) and it is expected that the Executive Board and Advisory Council will also meet at the Division Spring meeting.

The Division annual business meeting shall be held during the Association annual conference.

Adequate notice (a minimum of 4-weeks) of meetings shall be provided to the membership.

Duties

- Establish standing and special Committees and delegate duties and responsibilities to each.
- Approve preliminary program plans.
- Approve special projects and authorizes funds to implement them.
- Approve amendments to the Division Guidelines before presentation to membership.
- Approve any contracts or agreements entered into by the Division.
- Approve new Division policies and activities.
- Appoint a successor in the case of the resignation of any officer except the Chair.

Note: If the Chair is unable to fulfill his/her position, the Chair-Elect will be asked to assume this role for the remainder of the term and the Nominations Committee will be asked to find a replacement Chair-Elect.

Nominations and Elections

A Nominating Committee for each election of members to the board shall be appointed by the Board.

Each Spring, elections will be held for Division officers: A Chair-Elect each year and a Secretary or Treasurer on alternating years. The Secretary and Treasurer each serve a two year term.

Candidates for office are selected by the Nominating Committee and the slate presented to the membership. Election by acclamation (if only one candidate per office is presented) or by secret ballot takes place in April/May. The results are presented at the annual business meeting held at the SLA Annual Conference in June and are published in the minutes in the following issue of *CapLits*. In the event of a tie, the Chair casts the deciding vote. New officers assume their duties at the beginning of the new calendar year, beginning January 1st.

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Advisory Council

The Advisory council is composed of all standing and ad hoc Committee Chairs, and all appointed positions. The Chair may establish all or some of these Committees at their discretion, based on the current needs of the Division. Advisory Council Members are appointed by the Chair, generally for a one-year period. All Advisory Council members must be a member of SLA.

At present the Advisory Council consists of:

- Advertising Manager
- Awards Committee Chair
- Bulletin Editor I (Content)
- Bulletin Editor II (Production)
- Career Guidance/Student Relations Committee Chair
- Archivist
- Employment Relations Committee Chair
- Fundraising Chair I (Vendor relations)
- Fundraising Chair II (Logistics)
- List Administrator
- Membership Committee Chair
- Networking Committee Chair
- Nominating Committee Chair
- Past Treasurer
- Professional Development Committee Chair
- Program Planning Chair I (Annual for current year)
- Program Planning Chair II (Spring for current year)
- Program Planning Chair III (Annual for next year)
- Program Planning Chair IV (Spring for next year)
- Public Relations Committee Chair
- Strategic Planning Committee Chair
- Web Master

The Advisory Council assists the Executive Board in directing the activities of the Division. Historically, the Board has extended the privilege of voting to the Council in all matters of policy and programs. A quorum for the transaction of business shall be those members present and voting at the time. However, the Executive Board retains veto power over any actions taken by the combined group. No Division member may serve on any one committee for more than five consecutive years.

Division Representation and Affiliation

Division representatives to joint committees and meetings of other societies having objectives allied to those of the Division and of the Association may be appointed by the Chair.

Funds, Contracts and Property

Funds for Division expenses shall be derived in part from the Association as an allotted share of the annual dues paid by Division members. Additional funds will be derived from sponsorship of Division programming and/or educational events.

Any agreement, contract, or obligation entered into by the Division, including the purchase of property such as office machines, filing cabinets, computer equipment, etc., requires advance approval of the Board. Any agreement, contract or obligation must be in compliance with Association liability limits and requires prior approval by the Board.

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Dissolution and Merger

The Division may petition the Association Board of Directors for dissolution, or for merger with another Division, by vote of its membership.

Amendments

This governing document may be amended by an affirmative vote of two thirds of the members present at any Division meeting. Revisions in, or amendments to, this Division governing document, shall be reviewed by the Association Bylaws Committee, prior to presentation to the Division membership.

Approved by Division Cabinet: June 10, 2003
Approved by Board of Directors: January 21, 2004
Effective Date: February 1, 2004

This Governing Document was amended:
Approved by the Bylaws Committee, Special Libraries Association

_____, Chair _____
(Signed) (Date)

Approved by the Division membership

_____, Chair _____
(Signed) (Date)

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Roles and Responsibilities of Elected Positions

Chair

The Chair is responsible for the direction of the Division and must provide strong leadership to ensure that the Division remains a vital organization which best serves its members and operates in a way which is 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 Chair should assume a lead role in coordinating activities, monitoring deadlines, solving problems, and acting as the hub of communications within the group.

Duties:

- Represents the Division in the Division Cabinet at the Association Annual and Leadership Summit meetings and acts as liaison between the Division and the Association.
- Reads all the information sent by the Association office and the Division Cabinet Chair via the Leadership Discussion List and Division Cabinet Community of Practice and communicates items of relevance to the entire Division.
- Calls meetings of the Division and of the Executive Board/Advisory Council. At a minimum, the Board should meet twice a year – at the Spring Meeting and at the Annual; and the Division must be invited to at least one Business Meeting per year.
- Presides at meetings of the Division and of the Executive Board/Advisory Council and at the Annual Business Meeting ensuring that Association bylaws are adhered to, important issues are discussed and, where appropriate, voted upon, and that the appropriate meeting documentation is provided to attendees ahead of time.
- Appoints Chair of all standing and special Committees, and obtains Executive Board approval of the same. [Committee Chairs may be asked to serve more than a single year in their positions to lend continuity to activities and operating methods. Conversely, Committee Chairs may be asked to stand down if there are other qualified members keenly interested in assuming the role or if performance in the role has been less than stellar over the course of the previous year].
- Gather SLA Leadership Code of Responsibility forms from all Executive Committee members (and Advisory Council members---optional) and submit to SLA Headquarters by February 15.
- Serves as an ex-officio member of all Committees except the Nominating Committee, and may attend their meetings.
- Recommends to the Board any measures which will further the objectives and improve the effectiveness of the Division.
- Communicates on a regular basis with the Chair-Elect, to ensure that the latter is fully informed about day-to-day operations of the Division and decisions that may affect his/her own terms of office.

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- Provide members with opportunities to contribute to specific tasks (other than officer or chair positions).
- Encourage student and member participation on committees to help them develop new skills and explore leadership opportunities.
- Coordinates planning of the program for the Annual Meeting with the Meeting Planner as Chair; Ensures the Division's interests are well-represented in programming for the Annual Conference of the Association.
- Assumes the lead role in the planning and execution of the Division Spring meeting held in the year after the year of being Chair (when Past Chair).
 - Select the location (based on the recommended rotation schedule)
 - Negotiate the contract for the venue
 - Decide the overall theme of the meeting
 - Work with the Program Planner to identify speakers
 - Work with the Fund-Raisers to ensure adequate sponsorship (at a minimum the goal should be to generate enough funds to cover **all** expenses associated with the meeting)
 - Work with the Networking Chair to ensure a successful social program
 - Preside at the meeting
 - Plan, track and report the final budget associated with the meeting. Final budget should be reported to the Executive Board no later than one calendar month after the close of the meeting.
 - Ensure that the meeting is adequately reported (via CapLits and the Division Web site)
 - Work with the Program Planner to provide all speakers with timely feedback.
 - Ensure that all associated documents are archived within two calendar months of the close of the meeting.
- Works with the Professional Development Chair to ensure that industry-relevant continuing education offerings are made available to members attending the Division Spring Meeting.
- Works with the Treasurer to help ensure that the Division retains a viable financial status and immediately raises to the Executive Board any issues in this regard.
- May sign checks drawn upon Division funds.
- May disperse an amount of up to \$2000 with approval of the Executive Board but without prior approval of the full Board (Executive Board plus Advisory Council), providing full documentation of the expense is made.
- Works with the Bulletin Editor I to bring all pertinent information before the membership. [It is customary for each Bulletin issue to include a "Message from the Chair" outlining recent and forthcoming activities conducted on behalf of the membership].
- Works with the Chair of the Strategic Planning Committee to ensure that issues being faced by the Division are addressed in a timely manner.

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- Works with the Student Relations Chair to ensure that travel award opportunities are communicated to student members in a timely manner, and that the awards are granted appropriately.
- Prepares and submits an annual report for the Division to the Association by December 1st, following guidelines established each year by the Association. Submits a copy of the report to the Division archives.
- Prepares and submits any other reports, surveys, questionnaires, and memos to the Association as requested by them or appropriate to carrying out the activities of the Division.
- At the conclusion of the Chair's term of office, forwards copies of files related to Division business to the Chair-Elect (by January 20th); reviews the responsibilities of the position and the status of any ongoing projects.
- Works with Chair-Elect once he/she assumes the role of Chair to ensure a smooth transition in assuming the role of Chair.

Resources:

Leadership Resources: <http://www.sla.org/content/resources/leadcenter/leadresour/index.cfm>

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Previous Chairs

1947-48	Alberta L. Brown	1983-84	Gerry Seward
1948-49	Alberta L. Brown	1984-85	Pat Marsh O'Brien
1949-50	Gertrude Horndler	1985-86	Rena Radovich
1950-51	Mildred P. Clark	1986-87	Kerry Kushinka
1951-52	Lois Bacon	1987-88	Cynthia Supeau
1952-53	Winifred Sewell	1988-89	Helen Hohman
1953-54	Mary C. Devereaux	1989-90	Diane Schaffer
1954-55	Claire K. Schultz	1990-91	Peggy Hull
1955-56	Jewel Maurice	1991-92	Lucy Paras
1956-57	James Olsen	1992-93	John Opem
1957-58	Mary Bonnar	1993-94	Linda Gabriel
1958-59	Adriana McCann	1994-95	Robert Want
1959-60	Lois Lage	1995-96	Susan Sprague Malone
1960-61	Katherine Owen	1996-97	Karen Kreizman
1961-62	Wilma Kujawski	1997-98	Bonnie Snow
1962-63	Rita Goodemote	1998-99	Margaret Hentz
1963-64	Evelyn Armstrong	1999-2000	Anne Morriseau
1964-65	Elizabeth Eaton	2000-01	Jennifer Klein
1965-66	Charlotte S. Mitchell	2001-02	Bernadette Ewen
1966-67	Gertrude Bloomer	2002-03	Sharon Srodin
1967-68	Gertrude Losie	2003-04	Stephanie Fitch
1968-69	Jacqueline Bastille	2004-05	Karen Mirabile
1969-70	Gertrude M. Lorber	2005-06	Cheryl Schairer
1970-71	Theodora Andrews	2007	Robyn Smith
1971-72	Boris R. Anzlowar	2008	Christine Geluk
1972-73	Reginald W. Smith	2009	Judy Blaine
1973-74	Barbara M. Hill	2010	Margaret Basket
1974-75	Frances M. Stratton	2011	
1975-76	Mary S. Klein	2012	
1976-77	Mary F. Bondarovich	2013	
1977-78	Barbara K. Becker	2014	
1978-79	Lois A. Samuels	2015	
1979-80	Goldie Rosenberg	2016	
1980-81	Amy M. Levine	2017	
1981-82	Ildiko A. Trombitas	2018	
1982-83	Bette Dillehay	2019	

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Chair-Elect

The Chair-Elect is responsible for learning as much as possible about the operation of the Division, so that when he/she assumes the Chairship the following year, the transition will be smooth and the Division will continue to operate efficiently and in accordance with the Division Governing Guidelines and the procedures outlined in this manual.

Duties:

- Serves on the Division Executive Board.
- With the Chair, represents the Division at Division Cabinet meetings at the Annual Association meeting and the Leadership Summit.
- Assists the Chair as required in the performance of his/her duties.
- Shall be responsible for planning and execution of the Division's Programming at the Annual Meeting held in the year as Chair and for the appointment of any Committees or liaisons in relation to this meeting.
- In the event of the absence or resignation of the Chair, shall assume the duties of the Chair.
- Makes plans for the following year, including preparing a tentative outline of the program plans and meeting locations, lining up Committee Chair and editors, identifying special projects to be presented to the Board, and developing his/her approach to supervising the activities of the organization.
- Attends the planning meetings for the Annual Meeting, held at the Leadership Summit, during their year as chair-elect in preparation for planning the Annual Meeting to occur approximately eighteen months later.
- Undertakes special assignments as requested by the Chair.

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Secretary

The Secretary is elected for a two-year term and is responsible for most of the recording and circulating tasks in the Division. The position requires a person with good writing skills who is willing to commit to attending all Division meetings.

Duties:

- Serves on the Executive Board.
- Takes attendance at Executive Board/Advisory Council meetings, listing those present in minutes.
- Records minutes of all meetings of the Division and the Executive Board/Advisory Council and distributes all minutes to Division Board, Division Archivist and to all Division members via the Division Web site/Wiki, Division Bulletin (optional), and Division Blog (optional).

Resources:

- Minutes from Division Board Meetings

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Treasurer

The Treasurer is elected for a two-year term. His/her function is to handle all Division financial transactions, keeping account of receipts and expenditures. The Treasurer receives all monies due the Division, pays all approved bills, and is authorized to sign Division checks.

Duties:

- Serves on the Executive Board.
- Maintains custody of Division funds and financial records, including the Division's account ledger, checkbook, and bank statements.
- Collects, banks, and expends all funds as authorized and required.
- Invoices Bulletin advertisers and Division sponsors.
- Maintains an annual financial statement for the fiscal year beginning Jan 1 and ending December 31 on behalf of the Division using forms distributed each year for the Association office (due January 31). Each statement must be audited by a disinterested third party.
- Provides a mid-year report for the period from 12/31 to 5/31 for the Annual Business Meeting, held at the Annual Meeting. If possible, attend the meeting to deliver the report and answer questions.
- Reports the fiscal condition of the Division to the Executive Board at each Board meeting, with formal written reports to be submitted to the Board at least twice during the year.

Methods and Practices:

- **Collection:** The Division receives an allotment from the Association in May/June. Allotment is based on the number of Division members. The allotment check is sent out after our Financial Statement is submitted, usually sometime in May. Income from other sources – meeting registrations, publication sales, special projects, donations, grants, etc. – should be carefully recorded.
- **Banking:** All Division income should be deposited to a Division bank account promptly. Each source of income should be identified separately in cases where a deposit includes several items. Bank accounts are established for three Division funds (see purpose and definition of funds below): (1) current operating fund, (2) reserve fund and (3) project fund. Savings or money market accounts may be employed for funds which are unlikely to have frequent expenditure. Monies may be transferred between accounts as necessary.
- **Expenditure:** Each expenditure must be approved by the Chair. All expenditures must be documented by an invoice, receipt or other written justification.
- He or she is expected to collect and record all sponsorship monies (Spring Meeting, Annual Meeting and Advertising from CapLits).
- **Reporting:** The Treasurer has an obligation to the members of the organization to scrupulously care for the money entrusted to him/her. The Annual Financial Statement and Treasurer's

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reports to the Board are the vehicles whereby the Treasurer keeps the Association and the Division apprised of our fiscal condition.

- The treasurer is expected to attend the Spring Meeting to collect funds if needed, to pay bills, and to give Treasurer's Report at the Board Meeting

Treasury Notes:

The Division may, in addition, maintain a savings account and/or deposit money in certificates of deposit depending on the amount of money in the treasury, the amount of activity in the checking account and advantages in interest rates.

Records must be kept for 5 years. These include bank statements and copies of invoices paid.

Resources:

- Treasurer's Report
- Invoice for Sponsorship

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Past Chair

Because of his/her experience as Chair in the year previous, the Past Chair largely serves in an advisory capacity, offering the benefit of his/her experience to help ensure continuity and consistency in the operation of the Division. Coordination of all offices and Committees is a major responsibility of the Chair, and therefore the Past Chair is well acquainted with the duties and responsibilities of all positions. For this reason, the Past Chair is charged with revising the Division Procedures Manual, if needed, to reflect the current practices of the Division.

During the year as Past Chair, the Past Chair is responsible for executing the Division's Spring Meeting.

Duties:

- Serves on the Executive Board.
- Advises the Chair based on previous year's experience in that office.
- Shall be responsible for planning and execution of the Division's Spring Meeting held in the year as Past Chair and for the appointment of any Committees or liaisons in relation to this meeting.
- Coordinates updating of the Procedures Manual and is responsible for producing an accurate and up-to-date version in time for distribution to new officers in June.
- Undertakes special projects at the request of the Chair.
- Serves as Chair of the Awards Committee.

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**Appointed Positions, Standing Committees and Special Committees
General Guidelines**

Appointed positions, standing and special Committees shall be established by the Executive Board for the purpose of delegating such powers and functions as the Board finds desirable for the conduct of its business and for carrying out the objectives of the Division. These appointed positions and Committees shall be responsible to the Board. The individuals in these positions shall also serve as an Advisory Council to the Executive Board.

Appointment to a position or to a standing Committees shall be for one year unless determined otherwise by the Board. No Committee member or appointed position shall serve continuously on any one Committee in excess of five (5) years, with the exception of the Archivist, or with Board approval.

Each appointed position or Committee Chair shall submit to the Executive Board a report of its activities at the end of the Association year (report to be delivered at the Outgoing Board Meeting held at the Annual Meeting), together with any recommendations considered necessary. Additional reports may be submitted by a Committee or requested by the Board or Division Chair.

Funds for the support of appointed positions, Committee activities or for special Committee projects may be authorized by the Executive Board.

The following sections give details about the PHT appointed positions and committees.

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Appointed Positions

Archivist

The archives need as permanent a home as possible; therefore, the person selected as 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 Division records. The archives should be located in a facility easily accessible to Division 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 be approved by the Association.

The Archivist should be provided with a copy of the "Guidelines for Division 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.

If the archive is not reasonable to be stored in such an institution, the Archivist is responsible for determining the location of the archives and communicating that to the Board and SLA.

Duties:

- Maintains non-current documents, correspondence, and publications of the Division.
- Solicits archival materials from Division Officers, Chair, and Editors.
- Sorts, files and weeds collections, retaining only materials of genuine historical importance.
- Retrieves information and/or makes files accessible to Division officers, Chair and Editors.
- Coordinates maintenance of meeting files including photographs.

Resources:

- SLA Guidelines for Division Archives:
http://www.sla.org/pdfs/Divisionarchivespractices_revised2009.pdf

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Bulletin Editor I

The Division Bulletin (CapLits), along with the Division Web site and the Division Blog, is the primary vehicle for communication within the Division. Its purpose is to keep members informed of Division business and activities, Division involvement in Association activities, fund raising and planning, and professional activities in the special libraries field.

The Bulletin Editor I (Content Editor) is one of the key positions in the Division with the responsibility for gathering and creating content for the Division Bulletin. It requires writing skills, familiarity with standard word processing software and successful experience with newsletter creation. The Editor should be well informed about new developments in the information profession in order to exercise good judgment regarding content likely to be of interest to readers. The Editor must be able to work effectively under pressure of deadlines. The editor must have some experience with Division operations and keep abreast of activities and developments.

Duties:

- Issues the Bulletin 3 times per year (Spring, Summer, Fall)
- Continue “Welcome New Members” column in Bulletin; Profile New Members.
- Creates, maintains, and publicizes Bulletin editorial policies; presents modifications to the policy to the Executive Board and Advisory Council for discussion and approval.
- Utilize Bulletin and Web site to introduce members and their libraries, emphasizing innovations and areas of expertise
- Works with the Advertising Manager to coordinate the inclusion of ads.
- Works with the Chair and Bulletin Editor II to obtain submissions and finalize copy before printing.
- Publicizes news copy deadlines for the next issue, in each issue of the bulletin, and on the Division Lists. Solicits important and interesting news from member reporters and members of the Advisory Council.
- Collects and edits material to appear in the Bulletin, exercising judgment in selecting what to report and extent of the coverage. Discusses copy with the Chair before final printing.
- Issue and content:
 - Spring-Write up Leadership Summit and promote Spring Meeting
 - Summer-Write up Spring Meeting and promote Annual meeting and awards
 - Fall-Write up Annual Meeting (including notes from each session) and report Division award winners

Bulletin Editor II

The Bulletin Editor II (Production Editor) is one of the key positions in the Division with the responsibility for assembling, printing, and distributing the Division Bulletin. It requires familiarity

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with page layout software and successful experience with newsletter creation and layout. The Editor must be able to work effectively under pressure of deadlines.

Duties:

- Works with Bulletin Editor I to determine final layout. Bulletin Editor II is responsible for receiving the content from Bulletin Editor I and laying out the Bulletin using software appropriate for this task.
- Requests mailing labels from SLA headquarters for Division members and Association Board members.
- Contracts with a printer on behalf of the Division to produce the Bulletin. Is responsible for the reproduction, labeling and mailing to the Bulletin to Division members. (May use a printing service or jobber for copying, folding, labeling and mailing).
- Works to keep Bulletin costs in line with advertising revenues.
- Submits printing and postage bills to the Treasurer for payment.
- Sees that the advertiser receives a copy of any issue in which his ad appears, if desired, using addresses provided by the Production Editor.
- Sends one copy of the Bulletin to the Division Archivist and SLA each time it is published.

Resources

- SLA Bulletin Editor's Handbook:
<http://www.sla.org/content/resources/leadcenter/leadtrain/BulletinEditors/BulletinEditorsx.cfm>
- <http://www.sla.org/content/learn/members/leadtrain/trainingsessions/index.cfm#bulletin>

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Advertising Manager

The Advertising Manager is responsible for selling advertisements in the Bulletin and handling all matters related to them.

Duties:

- Contacts vendors to make them aware of advertising possibilities in the Bulletin.
- Obtains copy from advertisers and sees that it is included in the correct issues. Sends list of advertisers and their addresses to the Production Editor so they may receive a copy of the distributed Bulletin.
- Works with the Treasurer to provide ad costs for each advertiser so the Treasurer can invoice advertisers.
- Transmits notices of advertising income to Treasurer.
- Maintains records of all dealings with advertisers.
- Submit annual financial report (incoming advertising revenue) to Treasurer by December 31.
- Secure funding for Membership Directory (if the Division decides to create one).

Resources:

- Advertising Rates
- Sample Invoice
- Letter of Invitation to Advertisers

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List Administrator

Administer the Division electronic discussion group (ListServ) which is used to disseminate information relative to the Division and to share information among the members.

Duties:

The List Administrator will:

- Maintain the electronic discussion group, including moderation of discussions.
- Approve requests for membership and monitor submissions of e-mail from outside the Division.
- Submit content to CapLits
- Creates, maintains, and publicizes list policies (including discouraging commercial postings and ILL requests); presents modifications to the policy to the Executive Board and Advisory Council for discussion and approval.

Resources:

- Division Discussion List Welcome Message and Instructions for Subscribing
- SLA List Owners Guide:
<http://www.sla.org/content/learn/members/leadtrain/trainingsessions/index.cfm#listowners>

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Web Master

Duties:

- Maintain Division Web site.
- Survey the Division's members for suggestions on new links to and from the Web site. The inclusion / exclusion of recommended links will be decided upon by the Committee and Division Chair.
- Check and update links from the Division's Web site on a monthly basis. Update Web site content on an as-needed basis.
- Update the Web site with information about the Spring Meeting (the Web site is the main source of information about this meeting)
- Post an electronic version of the Division's newsletter, *CapLits*, to the Division's Web site in a timely manner. The Committee will also maintain an archive of electronic *CapLits*.
- Work with Division Chairs to utilize the Web site for publicizing the Division's functions and meetings.
- Meet with other SLA Divisions' Web site Committees to exchange ideas and foster good working relationships.
- Make recommendations regarding Web site enhancements to the Board.

Resources:

- SLA Web Style Guide

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Committees

Awards Committee

Duties:

- The Past Chair of the Division is the Chair of the Awards Committee.
- States guidelines for Division awards (Distinguished Member Award, Horizon Award) clearly to all Division members via the Bulletin or some other method (Division List, Web site).
- Solicits nominations of qualified candidates for Division awards. Sets nomination deadline.
- Convenes the Executive Committee to review nominations and select award winners. All deliberations should be kept in the strictest confidence to respect the privacy of any and all nominees.
- Conducts research for all biographical data or other facts related to any nominee.
- Present awards at the Annual Business Meeting and Luncheon. Contacts the treasurer before the Annual Business Meeting to request a check for each award winner in the amount of the award. If the recipient(s) are not at the Annual Business Meeting, the awards chair will notify them that they received the award and make sure they receive the certificate and the check.
- Maintains files on past candidates for awards to assist with documentation in the future.
- Communicates with the Association in regard to awards.
- Works with the Division student relations committee.
- Transfers lists of awards winner(s) to the new Chair at the last meeting of the Chair's term.
- Write up article about the award winners for CapLits (Fall Edition).

Guidelines for the Awards Committee

I. Organization

The Awards Committee is a standing committee. It is composed of the Pharmaceutical and Health Technology (PHT) Division Past Chair, who serves as Chairperson, and the Division Executive Board. The Committee shall be formed in accordance with the Division bylaws. The term of appointment shall be one year.

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II. Purpose and Function

The Awards Committee shall be responsible for selecting the recipients of the following awards. Selection of the award winners will be made by majority vote of the Committee.

Horizon Award (also known as the New Member Award)

Given to a PHT Division member of five (5) years or fewer for his/her promise of becoming an outstanding member of the profession. This award represents an evaluation of an individual's work and participation in professional and Division activities.

Distinguished Member Award

Given to a PHT Division member for notable and enduring contributions and service to the Division and the profession. The award represents a cumulative evaluation of an individual's career and emphasizes Division activity and leadership of an exemplary nature.

III. Duties

A. Summary of responsibilities:

1. Announce the call for nominations and receive nominations
2. Select recipient(s) of award(s)
3. Procure the awards and create award certificates
4. Present the awards
5. Publicize the awards
6. Submit a written report of actions taken

B. The nomination process

The award process takes place annually. Awards are distributed at the Division Business Meeting held at the Annual Meeting. However, there is no requirement that an award be given every year. An announcement should be placed in the Spring issue of *CapLits*, along with a nomination form alerting the membership to the nomination process. Nomination forms should also be distributed at the Spring Meeting. Also, an announcement will be made on the PHT discussion list and Web site. The nomination deadline should be established by the Award Committee Chair to give adequate time to evaluate the nominees and select winners prior to the Division Business Meeting held at the Annual Meeting. Current Executive Board members and Award Committee members are ineligible for nomination. Nominations do not carry over from one year to the next. The work of this Committee and all nomination forms are highly confidential. After completion of the selection process each year, all nomination documentation shall be destroyed.

C. Selection of award recipients

All nominations must be accompanied by a brief justification that should include pertinent data about the nominee. Nominations may be submitted by a Division member, and self-nominations will be accepted. After the deadline for nominations has passed, winners will be selected by majority vote of the Committee. Selection criteria are listed in Sections VI and VII below.

D. Procurement of the Awards

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The winner of the Distinguished Member Award receives a Certificate and a \$500 check. The winner of the Horizon Award receives a Certificate and a \$750 check. The Award Chair must contact the Division Treasurer prior to the Division Business Meeting to request the award checks.

E. Presentation of awards

All awards are presented by the Committee Chairperson (Division Past Chair) at the annual business meeting in June.

F. Award publicity

Press releases about the award winners should be sent by the Committee to appropriate publications, such as *CapLits* and *Information Outlook*, and to appropriate discussion lists and Web sites.

IV. Expenses

The Awards Committee requires funds for the award checks as described in section III-D above.

V. Reports and Records

A. The Committee Chairperson presents the selections to the Executive Board (award committee) prior to the annual business meeting for selection of the award winners.

B. The Committee Chairperson submits a summary of the awards program in the annual report to the Chair.

VI. Selection Criteria: Horizon Award (also known as the New Member Award)

A. The Horizon Award honors a PHT Division member of five (5) years or fewer who has shown promise of becoming an outstanding member of the profession. This award represents an evaluation of an individual's work and participation in professional and Division activities. Particular attention should be given to involvement and contributions to the PHT Division.

B. The following broad criteria will govern the selection process. Nominees may excel in one or more areas:

- Leadership in the Division, at meetings, and in committee work
- Special or notable service to the Division, such as participation in special projects
- Participation in seminars, teaching courses, and public speaking activities
- Publication or editorial contributions to the professional literature
- Innovations at the work site
- Mentoring activities or student sponsorship, which encourages others in the profession

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- Extracurricular activities, which provide the profession and/or the Division with commendable publicity and acclaim
- Other achievements indicating noteworthy dedication to the profession

VII. Selection Criteria: Distinguished Member Award

A. The Award honors a PHT Division member for notable and enduring contributions and service to the Division and profession. The award represents a cumulative evaluation of an individual's career and emphasizes sustained Division leadership and activity of an exemplary nature.

B. The following broad criteria will govern the selection process. Nominees may excel in one or more areas:

- Outstanding leadership in the Division, at meetings, and in committee work
- Special or notable service to the Division, such as holding office(s) or participating in special projects
- Participation in seminars, teaching courses, and public speaking activities
- Publication or editorial contributions to the professional literature
- Innovations at the work site
- Mentoring activities or student sponsorship, which encourages others in the profession
- Extracurricular activities, which provide the profession and/or the Division with commendable publicity and acclaim
- Promotion of the role of special librarians in the management of information and knowledge
- Other achievements indicating noteworthy dedication to the profession
- The contributions made by the candidate shall have been made over an extended period of time
- The contributions made by the candidate shall have had an enduring effect on the Division and/or the profession.

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Employment Relations Committee

The Employment Relations committee consists of a chair; additional members may be appointed to the committee at the request of the chair.

Duties:

- Informs interested job seekers of employment positions that the Committee is currently aware of, in the pharmaceutical and allied health fields. The Committee will be made aware of the available jobs by subscribing to SLA's job List, receiving inquiries from headhunters and obtaining printed job postings from employers.
- Provides employment guidance to Division members by soliciting articles for *CapLits* on employment related topics.
- Acts as a liaison between the Division members and the employment services offered by the national office of SLA.
- Posting jobs on behalf of vendors and recruitment agencies.
- Work with the Spring Meeting planners to invite and manage career advisors at the Division Spring meeting.
- Maintain job descriptions.

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Fundraising I (Vendor Relations) Chair

The Fundraising I Chair is responsible for securing sponsorship for the Spring and Annual Meetings. This Chair will work with the Fundraising II chair, who will manage the exhibit at the Spring Meeting.

Duties:

- Contact potential sponsors for Division programs at the Annual and Spring Meetings. For the Annual Meeting, emails should be sent immediately following the submission of program sessions to SLA.
- Makes follow-up phone calls or sends follow-up emails to sponsors to inquire if they will sponsor Division programs. Sponsorships should be finalized by the SLA deadline for the Preliminary Program.
- Sends confirmation to sponsors who have agreed to sponsor programs, outlining details of the recognition they will receive, how much money they have agreed to contribute and information on where to send the check. Forwards sponsor lists and contact information to the Treasurer, who will send each sponsor an invoice.
- Finalizes information of correct vendor name and spelling for preliminary program, final program, brochures, and signs and obtains sponsor description and logos as needed for the Spring and Annual conference collateral.
- Maintains and updates the listing of sponsor names and contacts.
- Organize and coordinate exhibitor registration, including communicating with the treasurer to invoice exhibitors (as applicable)
- Coordinate sponsorships/vendors with Spring Meeting planners and the Fundraising II Chair.
- Manage forms, logistics, agenda, program and slides for Spring Meeting as it relates to recognizing sponsors.
- Solicits sponsorship for networking events at the Spring and Annual meetings
- Present sponsors during meetings (including networking breakfast sessions) or delegate this task to another willing member
- Work with the Treasurer to ensure payments are being received
- Goal is to solicit sufficient funds to cover full costs for Spring and Annual Conferences.

Resources:

- Invitation to Vendors
- Sponsorship Opportunity Form
- Confirmation Letters

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- List of Vendor Contacts
- SLA Fundraising Handbook

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Fundraising II (Logistics) Chair

Duties:

- Coordinate the on-site logistics for the exhibit at the Spring Meeting: request tables, chairs, table drapes, electricity, Internet, etc. required for all exhibitors. Communicate clearly with exhibitors re: what they will receive vs. what they will have to obtain from the conference facility. Work with the conference facility to communicate optional services to the exhibitors.
- Work with the conference facility to arrange/place all exhibitors on the exhibit floor. Communicate location of each booth to the exhibitors.
- Communicate shipping and receiving instructions to exhibitors
- Create and distribute a networking activity to motivate attendees to visit exhibitors at the Spring Meeting
- Coordinate the collection and distribution of door prizes
- Distribute surveys and collect feedback from exhibitors and include this in your annual report to the Division Chair
- Communicate clearly with all exhibitors during the Spring Meeting to be sure they are informed about events, including meals and opportunities to participate in sessions

Resources:

- Invitation to Vendors
- Sample communications with exhibitors
- Confirmation Letters
- SLA Fundraising Handbook

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Membership Committee

The Membership committee consists of a chair; additional members may be appointed to the committee at the request of the chair. The Membership Chair is responsible for encouraging the growth of membership in Special Libraries Association within the Division's fields of interest, maintaining Division membership records and welcoming new members.

Duties:

- Maintains up-to-date membership files based on computer print-outs generated at SLA headquarters. Requests updated membership lists when required.
- Contacts delinquent Division members to remind them to pay dues. Investigates reasons for dropped memberships and reports them to the Chair for information and further investigation.
- Provides list of new members for each Bulletin issue.
- Plans recruitment activities or campaigns to attract new members to the Association, including distribution of brochures and registration forms to non-member attendees at Division meetings and to other potential members. Also confirms that new members receive CapLits. .
- Publishes and distributes an annual membership directory sometime in the First Quarter of the year.
- Contacts new members with welcome letters and provides them with a copy of the directory, a Division brochure, List instructions and information on how to be an active member of the Division.
- Provides membership stickers and/or pins for the Division Meeting and Annual Conference.
- Assists with member retention and member recruitment by:
 - Contacting non-member attendees of the Division Spring Meeting about joining our Division
 - Managing the creation and production of a Division brochure
 - Actively recruiting at conferences and meetings
- Provides list of new members' names and contact information to the Bulletin Editor for publication in each issue.

Resources:

- Member Welcome Letter
- Member Retention Letters
- Member Recruitment Letter
- SLA Division Publication Information (Sale of Membership Directory)

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Nominating Committee

The Nominating Committee consists of three members appointed by the Chair with the approval of the Executive Board, one of whom is the immediate Past Chair of the Division. Committee members should be experienced in Division operation and well acquainted with the interests and capabilities of Division members.

Duties:

- Setup meeting to identify possible candidates and draw up a tentative slate.
- Contact 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 a biographical profile and a recent photograph.
- If the slate includes more than one candidate for each office, mails a printed ballot to each member before April 15. Tallies votes and notifies all candidates of results.
- Gives membership four weeks to vote.
- Reports election results to the Executive Board.
- Presents new officers to the members at the annual business meeting for the turnover of responsibilities, which occurs just before the adjournment of the meeting.

Resources:

- Ballot Sheet
- Instructions for creating an online election ballot

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Networking Committee

The Networking committee consists of a chair; additional members may be appointed to the committee at the request of the chair. The Networking Chair is responsible for encouraging networking among members at Division events and virtually during the rest of the year when we are not assembled at a meeting together.

Duties:

- Plan the Division networking event at the Annual Meeting, including securing sponsorship
- Plan the Monday evening event at the Division Spring Meeting
- Include activities at Division events to encourage members to connect with each other, with special emphasis on welcoming new members and engaging them in Division activities

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Professional Development Committee

The Professional Development committee consists of a chair; additional members may be appointed to the committee at the request of the chair.

Duties:

- The Professional Development Chair works with Chair, Chair Elect, and Program Planners to survey Division members for suggestions for continuing education courses.
- Plans a minimum of one continuing education course for the Annual Conference and one for the Spring Meeting. This may include negotiating payment and creating and executing a contract with the speaker.
- Advertises the approved CE courses in the Division Bulletin and on the Division List to promote attendance.
- Responsible for:
 - Logistics for presenters
 - Collecting tickets and making sure all attendees are on the official registration sheet
 - Introducing the CE course instructor and covering class logistics (or designating someone to do this)
 - For the Annual Meeting, the Professional Development Chair should also work with the Meeting Planner(s) to plan meals and refreshments for the CE course
 - Acknowledging sponsors and posting sponsor signs outside the classroom
 - Distributing, collecting, and summarizing feedback forms for submission to SLA Headquarters (Annual Meeting)
 - Negotiating payment
 - Finding a scribe who can write a summary of the course for CapLits
 - Work with the Treasurer to obtain payment for the course instructor(s)
 - Goal is to at least cover costs for session
 - Post courses in a timely manner.

Resources:

- Feedback from SLA Professional Development Committee on CE Course Submissions.
- SLA Professional Development Handbook

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Program Planning Committees

Division-wide programs are planned each year for both the Division Spring Meeting and the Annual SLA Meeting. Accordingly, separate program Committees may be appointed by the Chair and/or Chair-Elect respectively, to assist in arrangements.

Many members base their opinion of SLA in large part on the subject matter, timeliness and quality of these programs; it is essential, therefore, that programs be selected with great care, based on the needs and suggestions of the membership. It is important to focus on topics of current interest that address a variety of subjects of potential interest to all types of special librarians within the scope of the Division and to obtain excellent speakers who are both knowledgeable and entertaining.

We are encouraged to collaborate with other SLA units to develop and/or jointly promote education programs, conferences and networking opportunities.

Arrangements for meetings must be made with attention to every detail so that the program, schedule, food and facilities all contribute to fulfill members' expectations. Programs should be planned to result in a contribution to the Division's operating budget.

The program Chairperson has a key role in this critical area of Division operations.

Program Planning I Chair (Annual Conference for the current year) Program Planning III Chair (Annual Conference for the next year)

Charge:

The Annual Conference Program Planning Committee will assist the Chair Elect in the planning of the annual conference program, coordinating with Professional Development Chair and other Division Fundraisers. The conference planning starts at the Leadership Summit in January of the year preceding the conference. The Chair-Elect and the Program Planner will attend the Leadership Summit to commence planning for the Annual Meeting to be held during the year when the Chair-Elect becomes Chair of the Division.

Duties:

- Attend (with the Division Chair Elect) and submit program ideas at the first Conference Planning Meeting, held at the Leadership Conference eighteen months in advance of the Annual Meeting. Discussions should commence prior to the SLA Conference Planning Committee meeting to brainstorm ideas.
- Also attend a second planning meeting at the Annual Meeting one year ahead of the meeting you are planning.
- Help contact speakers, write program abstracts and complete entire planner on time and send confirmation letters to speakers.
- Coordinate financial requirements for support of programs with the Chair, Chair Elect, and Meeting Fundraiser
- Obtain moderators for all sessions.
- Order all audio visual equipment required for all sessions

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- Order all food required for all sessions
- Assist speakers with finalizing details for program including audiovisual needs and obtaining biographies for introductions. Create packets for moderators.
- Work with the Fundraising Chair to assure that sponsors are properly recognized during the meeting.
- Work with the designated sponsor (if applicable) to create the Division specific conference program, including procuring and submitting sponsor logos.
- Review consolidated bill from SLA HQ and approve before the treasurer pays it

Resources:

- Speaker Confirmation Letters
- Sample Letter for Vendor Update Session Guidelines
- Sample Program Planning Surveys
- Feedback Forms
- Moderator packs
- Sponsorship posters
- Write up for CapLits

Program Planning II Chair (Spring Meeting for the Current Year) Program Planning IV Chair (Spring Meeting for the Next Year)

Charge:

The Spring Meeting Program Planning Committee will assist the Past Chair in the planning of the Division's Spring Meeting, coordinating with the Professional Development Chair and Meeting Fundraisers.

The Chair will begin planning the Spring Meeting while Division Chair and execute the meeting while Past Chair.

Duties:

- Help the Chair secure the venue with the aid of the local Convention and Visitors Bureau.
- Submit ideas to the Chair for a theme and session ideas.
- Contact speakers and send out confirmation letters.
- Assist the Chair with the logistics at the hotel (meals and AV).

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- Coordinate with the Fundraiser to secure sponsorships and help out with the logistics for the exhibit hall.
- Organize and coordinate attendee registration, including communicating with the treasurer to invoice registrants (as applicable)
- Help plan and organize the networking event
- Work with the designated sponsor (if applicable) to create the Spring Meeting conference program, including procuring and submitting sponsor logos and sponsor descriptions.
- Review and approve invoices before the treasurer pays them.

Resources:

- Speaker Confirmation Letters
- Feedback Forms
- Write up for CapLits

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Public Relations Committee

The Public Relations committee consists of a chair; additional members may be appointed to the committee at the request of the chair.

- Ensure the timely revision of the Division Brochure to be used for recruitment and public relations
- Assist the Chair and Program Planner as needed in the development and distribution of the Division Program brochure for the annual conference
- Writing and submission to SLA's Information Outlook, events Web sites, Division and Chapter Lists, and other publications as needed to publicize events, meetings or announcements.
- Assist the Membership Chair with recruiting new members.
- Explore opportunities with other relevant organizations such as ARMA, SCIP, etc.
- Promote inter-organizational communication through regular communication from representatives from relevant MLA sections.

Resources:

- SLA Public Relations Handbook
- DACOLT Public Relations for Divisions and Chapters

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Career Guidance/Student Relations Committee

The Career Guidance/Student Relations committee consists of a chair; additional members may be appointed to the committee at the request of the chair. This committee coordinates Division contact with students in degree-granting programs for the purpose of providing information about scholarship opportunities and Division activities and to recruit them as new SLA members.

Duties:

- Promotes, encourages and develops relations between the members of the Pharmaceutical and Health Technology Division and students and faculty members of graduate programs in library/information science throughout North America.
- Coordinates and administers the student Travel Award. The student must use the money received from the award to attend the annual SLA conference or the PHT Spring Meeting.
- Contacts library schools to inform them of Division activities and scholarships and encourage students to attend Division meetings.
- Works with Division Chair to arrange special student rates.
- Works with Membership Chair to recruit new student members.
- Submits announcements and articles concerning students and scholarships to the Division Bulletin.
- Continue to develop student relations programs and promote programs that foster interaction between students and member.
- Maintain regular contact with library schools and SLA student chapters.

Resources:

- Travel Award Call for Applicants
- Travel Award Winner Announcement and Sample Certificate
- Scholarship Application process
- SLA Student Relations Guidelines

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Strategic Planning Committee

The Strategic Planning committee consists of a chair (the Division past-chair); additional members may be appointed to the committee at the request of the chair.

Duties:

- Periodically develop and recommend a strategic plan to the Division Board (every 5 years).
- Review the Strategic Plan periodically for revisions
- Facilitate discussion and selection of Division goals and priorities with input from the Division Advisory Board.
- Work in conjunction with the Chair, Meeting Planners and the Professional Development Committee to develop surveys and gather member input to help plan future meetings, program sessions, and continuing education courses.
- Monitor progress under the current plan and report to the Division Board at the Annual Conference.
- Benchmark with other successful Divisions.

Resources:

- Survey Results form 2000 Annual Business Meeting and Luncheon
- SLA Strategic Planning Handbook
- Current Strategic Plan
- Plan of Action

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Division Policies

Officer's Travel Policy

The normal conference expenses (travel, lodging, registration, meals, local transportation) incurred by the Executive Board and Planners in attending the SLA Annual Conference, Division Spring Meeting and the SLA Leadership Summit can be reimbursed from the Division's operating budget. The level of reimbursement is \$1000 for the Leadership Summit and the Spring Meeting and \$1500 for the Annual Meeting. The amount of reimbursement in any Division year will not exceed \$1,500 per person, depending on the level of monetary support given to the Officers by their employers, and the state of the budget as determined by the Division Executive Board. When the operating funds are limited, the order of priority is: (1) Chair (2) Chair-Elect (3) Treasurer (4) Planners (5) Secretary (6) Past Chair.

Officers who anticipate needing Division funds for conference expenses must submit an estimated budget to the Executive Board for approval one month before the meeting. An expense report with receipts must be submitted to the treasurer for reimbursement. Officers should attempt to receive financial support from their employer to the fullest extent possible before requesting Division funding.

Adopted June, 2008

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Vendor Announcement Policy

Announcements from vendors of products and/or services can be posted on the Pharmaceutical and Health Technology's list provided that they are an "announcement" rather than a standard "advertisement." An announcement will be a notice about a NEW product or service that is a newsworthy event. It shall not be a standard advertisement of ongoing services and/or products.

"VENDOR ANNOUNCEMENT - VENDOR NAME" should be added to the subject line so it is clear to all readers what they are reading. All vendor announcements should include the sender's name, firm name, and contact information so it is clear who is posting and that the Division is not endorsing the product/service.

If there is any doubt about the posting of a message to the list, the Pharmaceutical and Health Technology Division Chair or the list moderator has the right not to post it.

In addition, repetitious statements about the company and blatant marketing statements should be avoided in the announcement.

Adopted June, 1999