

Committee: Section Council

Goal 1: Recruitment, Membership and Leadership in the Profession

Objective:

Evaluate SIGs using Section process developed last year:

- Develop guidelines and criteria for SIG self study and review (purpose, mission statements, meeting need, officer recruitment problems, membership trends etc.)
- Determine factors/symptoms indicating consideration to move from Section to SIG
- Develop process for moving from Section to SIG

Who, Expertise Needed:

Section Council Chair, Past Chairs serving on Section/SIG Review Task Force

Time Needed:

Completed by May 2012

Resources Required:

None

Product Outcome:

SIGs will be stronger as a result of self-study.

Evaluation:

Increased Section membership and stronger Sections

Objective:

- Formulate and implement plans for Section Shuffle at MLA 2012
- Confer with NPC 2012 co-chairs on the details of the room where the Section Shuffle will take place.
- Plan publicity to be placed in MLA News, on the 2012 web site and on the MEDLIB-1 listserv both before and after MLA 2012.
- Work with Sections as they develop their plans
- Consider adding SIGs to the Shuffle.
- If a prize is to be awarded, work on criteria, judging, etc.

Who, Expertise Needed:

Past Section Chairs serving on Section Shuffle Task Force

Time Needed:

Preliminary plan will be submitted to the MLA Board at the November meeting. Section Shuffle to be held at MLA 2012.

Resources Required:

The budget for 2010 was \$3500 with the actual costs being \$4500 to cover cost of refreshments. Section Council Budget request of \$1000 and Sections will be asked to contribute the remaining \$3500. Section Council chair will work with program planners to determine cost for 2012 and adjust budget if necessary.

Product Outcome:

Sections will showcase the benefits of joining the Section in an enjoyable atmosphere. Attendees will be allowed to sign up for free six months memberships in up to three new Sections.

Evaluation:

Number of trial memberships for 2012 will be compared to 2011 (no Section Shuffle) and 2010 (Section Shuffle held.)

Objective:

Communicate to the Association, through MLA News, MLA Focus, and Medlib-L, Sections and SIGs activities.

Who, Expertise Needed:

Section Council Chair, Section Council Vice Chair, Section Council members, SIG Conveners, Associate Editor of MLA News for Sections and SIGs, MLA HQ Staff.

Time Needed:

Ongoing.

Resources Required:

None.

Product Outcome:

Articles published in each issue of the MLA News about Sections and SIGs.

Evaluation:

Increase in Section and SIG membership and visibility.

Objective:

Continue assisting Sections to complete their elections by the February 15 deadline; provide a biographical form for Section Council nominees to MLA Nominating Committee; develop the slate for the Council's potential six nominees for the MLA Nominating Committee. Conduct the elections online, by posting relevant information on the Council's web site.

Who, Expertise Needed:

Section Council Chair, Past Chairs serving on Section Council Elections Committee, Section Council Web Editor

Time Needed:

Completed by April 15, 2012.

Resources Required:

None

Product Outcome:

Elections completed on schedule.

Evaluation:

Successful elections with all offices filled; feedback from Section Council members and Section Chairs.

Objective:

Develop a template to assist Sections in compiling and updating their Section history.

Who, Expertise Needed:

Section Chair, Past Chair of History of the Health Sciences section and members of the Section.

Time Needed:

Completed by May 2012

Resources Required:

None

Product Outcome:

Enhance general knowledge and importance of Sections.

Evaluation:

Increased Section membership and visibility

MLA Planning Grid

Committee: Section Council

Goal 2: Life Long Learning

Objective:

- Develop a timeline for 2013 federated international meeting including dates for paper submission and acceptance that fit the international deadlines.
- Assist Sections to select program planners outside the regular system in order to accomplish the earlier deadline for 2013.
- Work closely with NPC liaison to insure themes are completed by November 1, 2011..
- Continue to sponsor three general session programs at annual meetings.

Who, Expertise Needed:

Section Council Chair, Section Council Liaisons to NPC2012 and 2013.

Time Needed:

Any resulting motion will be presented at MLA Board meeting.

Resources Required:

\$500 for audiovisual equipment for MLA 2012 sessions

Product Outcome:

Suggested changes will result in better Section programming.

Evaluation:

Compare meeting evaluations concerning Section programming.

MLA Planning Grid

Committee: Section Council

Goal 3: Advocacy

Objectives:

- Send suggestions for Jury for Section Project of the Year Award to MLA President
- Working with MLA Headquarters, recruit vendor sponsor for Section Project of the Year Award

Who, Expertise Needed:

Section Council Chair, MLA President, MLA Headquarters Staff

Time Needed:

Ongoing until vendor is identified

Resources Required:

Cash award will be from contributions from Sections for 2011. Vendor support will be identified for future Awards.

Product Outcome:

Section Project of the Year Award is part of the MLA Awards process with vendor support

Evaluation:

Section Project of the Year Award awarded at the 2011 MLA meeting and vendor support identified for 2012 Award.

Objective:

Serve as a conduit for communication between the Sections and the MLA Board, and between the MLA Board and Sections; encourage Sections to invite Board members to their business meeting at the Annual Conference.

Who, Expertise Needed:

Section Council Chair

Time Needed:

Ongoing throughout the year.

Resources Required:

None

Product Outcome:

Channels of communication are open between Sections, Section Council Chair and the MLA Board; Board members attend Section meetings

Evaluation:

Section members are satisfied that their concerns are being heard and acted upon; the Board is satisfied that their tasks are being accomplished.

MLA Planning Grid

Committee: Section Council

Goal 4: Creating and Communicating our Knowledge

Objective:

Continue process for Section Council/Chapter Council joint programming at MLA 2013.

Who, Expertise Needed:

Section Council Chair, Past Chairs serving on Section Council 2013 Joint Programming Task Force, Chapter Council Liaison, NPC 2013 Co-Chairs, MLA Headquarters,

Time Needed:

Final plan developed by May 2012

Resources Required:

None

Product Outcome:

Planning progressing with completion for 2013..

Evaluation:

Final plan document to be submitted.

Objective:

Continue to evaluate and change Section Council procedures and activities as appropriate to enable the Council to do its work more effectively.

Who, Expertise Needed:

Section Council Chair, Section Council Vice Chair, Section Council Elections Committee Chair, Section Council Sections/SIG Review Committee Chair, MLA Committee liaisons, Section Council Web Editor, Section Council Task Force Chairs

Time Needed:

ongoing

Resources Required:

\$800 for breakfast at Section Council 2011 meeting

Product Outcome:

Updated web site; elections held on time; time of the Section Council at the annual meeting used effectively; breakfast provided for Section Council.

Evaluation:

Feedback from Section Council members.

Objective:

Improve communication between Section Council's Web Editor, Section Web Editors and SIG Web Editors

Who, Expertise Needed:

Section Council Chair, Section Council Web Editor, Section Web Editors, SIG Web Editors

Time Needed:

ongoing

Resources Required:

None

Product Outcome:

Accurate, up-to-date Section and SIG web pages.

Evaluation:

Section and SIG web sites are up-to-date, link to President's page and MLA '11 web site.

Objective:

Continue to improve communication with SIG conveners to insure receipt of annual reports, updated information for the SIG Directory, and contact with inactive SIGs. Review any new Section or SIG proposals; determine if SIGs are in compliance with guidelines in Section Council Manual; determine if Sections are in compliance with guidelines in Section Council Manual.

Who, Expertise Needed:

Section Council Chair, Past Chairs serving on Section/SIG Review Committee

Time Needed:

ongoing

Resources Required:

None

Product Outcome:

Annual report from each SIG; updated SIG Directory; SIGs and Sections will be in compliance with guidelines in Section Council Manual; new Sections and SIGs will be added that meet guidelines and are approved by Section Council.

Evaluation:

Positive feedback from SIG conveners; MLA members are able to find information about SIGs. Sections and SIGs are in compliance.

Objective:

Continue to maintain and develop the content of the Section Council web page; incorporate tools and utilities from the new association management software into the Section Council and Section web sites as available; respond to suggestions for improving the ease of use and appearance of the Section Council web page; develop help aids to support Sections and SIG Web Editors to help them identify and implement utilities to enhance their web sites.

Who, Expertise Needed:

Section Council Chair, Section Council Web Editor, MLA HQ staff

Time Needed:

Ongoing

Resources Required:

None

Product Outcome:

Web site that is easy to navigate, print from, and content meets user's needs.

Evaluation:

Usability of the Section Council web site. Reports and Agendas are in printable format.

MLA Planning Grid

Committee: _____

Goal 5: Building a Network of Partners

Objective:

Who, Expertise Needed:

Time Needed:

Resources Required:

Product Outcome:

Evaluation:

MLA MEMORANDUM

To: 2010/2011 Committee Chair Section Council
Committee Name
From: Ray Naegele, Director Finance/Admin.
Subject: Committee Budget Request Judy Burnham
Committee Chair

For MLA Committees Only. Please use this form to submit your Medical Library Association budget request for the **2011 Fiscal Year** (January 1, through December 31). Please consult with the current chair and staff liaison when preparing the Resource Required column of the Planning Grid.

Complete the information above for the name of the committee (or other association unit) and incoming or continuing chair. Provide budget amounts below. All budget requests must be reviewed and approved by the Board of Directors. You will be notified in November of the Board's decision after the Fall Board meeting.

FY 2010 budget request

Budget Request Amount from Resource Required column on the Planning Grid \$ 1300
(Round to the nearest \$50)

Signature

Date

Budget requests must be returned by August 12, 2010.

Return To: Susan Chesniak
Medical Library Association
65 E. Wacker Place
Suite 1900
Chicago, IL 60601

Phone: 312/419-9094 ext. 18

FAX: 312/419-8950

Email: mlafa4@mlahq.org

For Internal Use

Approved Budget \$ _____ Signature _____

Account Number _____