

# THLA NEWS

VOL. 14 NO. 4

March 1995

## Our March Programme: New Health Legislation in Ontario

- Speaker:** Gilbert Sharpe  
Director of Legal Services, Ontario Ministry of Health
- Where:** C.C. Clemmer Health Science Library  
Canadian Memorial Chiropractic College  
1931 Bayview Avenue
- When:** Monday, March 27, 1995  
5:45 pm Tours of the new library begin  
6:00 pm Light refreshments in Conference Rooms 2-4, 3rd floor  
6:45 pm Programme begins

Gilbert Sharpe has been involved in educating medical students about law and medicine for over 20 years. He has been a part-time Professor of Health Sciences at McMaster University, a Visiting Professor at the University of Ottawa, Dalhousie University and at Loyola University, Chicago. He was a co-author of *Doctors and the Law*, 1977 and author of the second edition, *The Law & Medicine in Canada*, 1986. He has also authored the Ontario Mental Health Act, the Independent Health Facilities Act, the Consent to Treatment Act, and the HIV Seroprevalence Studies Report of 1991. He has served on the Clinical Ethics Committee of Chedoke-McMaster Hospitals, and as a consultant to the World Health Organization and other national and international organizations. For a reading list, contact Elaine Wright or Colleen Mulloy.

The C. C. Clemmer Health Science Library has moved across the road from its previous location in the classroom building of the College. It now occupies three floors in one of the CNIB buildings, the former National Headquarters, which the College has leased and renovated. Prior to and after the meeting, tours of the new facility will be offered. Directions: any bus from Davisville subway station for Sunnybrook Hospital will pass by the CNIB.

Please RSVP to the Library by calling 482-2340 ext 158.

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*The Nomination Form for the 1995-1996 THLA Executive is included with this issue*

## TORONTO HEALTH LIBRARIES ASSOCIATION

P.O. BOX 94056, 3332 YONGE STREET  
TORONTO, ONTARIO M4N 3R1

AN OFFICIAL CHAPTER OF THE CHLA/ABSC



## Make It A Date To Participate!

DATE	EVENT
Monday, March 27th	General Meeting: New Health Legislation in Ontario
Friday, March 31st	Nominations for 95-96 THLA Executive due to Sylvia Newman
Friday, April 7th	Mailing for Annual Dinner Meeting RSVP & Election information
Friday, April 21st	RSVPs for Annual Dinner Meeting due to Valda Poplak
Friday, April 21st	Election Ballots for 95-96 THLA Executive due to Sylvia Newman
Monday, May 1st	Annual Dinner Meeting at Massey College Speaker: Professor Edward Shorter, Hannah Professor for the History of Medicine
Friday, May 19th	THLA NEWS Deadline for Contributions

### FROM THE EDITOR

Cathy Lindsey-King

For those of you seeking something to enter into the *Advance Planning for 1996* portion of your daytimers, here's an event that you should highlight in bold: the 1996 Annual CHLA/ABSC Conference, to be held right here in Toronto!

Mark down the dates: June 12th - 17th, 1996

Next year's conference will be held at the Delta Chelsea Inn, which is located in the heart of downtown, within close walking distance to the University, a variety of hospitals, the theatre district, and the Eaton Centre.

The conference theme is **Creative Connections**, and its aim will be to showcase the many helpful and inspiring ways for health science librarians to "connect" with today's information gateways - electronic, personal, and educational. A full slate of Continuing Education programmes is planned for the Wednesday to Friday time slot, and an opening reception will be held Friday night. Saturday, Sunday and Monday will feature interesting and thought-provoking paper presentations and panel discussions. A Poster Session will be on display during the weekend, and an entire room will be devoted to exhibits from a wide variety of vendors. The Delta Chelsea is providing us with ample and attractive conference rooms, including the use of their ballroom for the annual banquet on Sunday, June 16th.

In addition, 1996 marks the 20th anniversary of CHLA/ABSC, so a number of special events and outings are planned. You can't afford to miss this event - we look forward to seeing you there!



**PRESIDENT'S MESSAGE****Teresa Helik**

This message has a single focus. It is nomination time again for THLA. While I know that many of you are busy and also involved with other associations, especially CHLA/ABSC and UNYOC, it is important to remember the needs of this association too. You are the membership. THLA was created by you and for you, and cannot exist without you. In other words, THLA needs you. If you have a little time each month during the association year (September to June), and would like to develop or to contribute your expertise and enthusiasm, you can serve THLA, and help it continue to thrive in the service of its varied membership.

This year's executive, with the assistance of others with association executive experience, have worked hard to overhaul the position descriptions of the THLA executive team. (The word "team" is important here - the group has always supported each other). The new descriptions, which are included in this newsletter (see page 10), will give you a good picture of what is involved in each position. We have also taken great care to address the workload and the learning curve for the positions. This has resulted in two significant changes: 1) the creation of a Programme Planning Committee, including the Past President to assist the President Elect in planning the programs for the year, and 2) the commitment from this year's executive team to write procedures for the activities of their positions. These procedures will be made available to the incumbent this June. We hope that this will resolve any concerns you may have about what involvement in the executive may mean in terms of activity and time commitments. If you have questions about any of the positions, please feel free to contact any member of this year's executive, or Sylvia Newman, who is coordinating the nominations committee and the election.

There are many rewards for getting involved in the association executive. The most tangible one is to enrich your resume. The more fulfilling rewards are networking, friendship, the satisfaction of contributing to a successful and valuable organization, and the development of skills that are both rewarding in and of themselves, and beneficial for your career.

So please read the position descriptions with care. If you are still hesitating to get involved, then please, answer this question: "If not you - then who?"

**1994 - 1995 THLA Executive**

Past President Sylvia Newman 978-1580 / 2872 newman@vax.library.utoronto.ca	Editor - Newsletter Cathy Lindsey-King
President Teresa Helik 442-2500 x 2226	TEL: 630-6331, x 225 FAX: 630-0506
President Elect Elaine Wright 978-1331 wright@utlink.utoronto.ca	Associate Editor - Newsletter Anne Taylor-Vaisey
Deputy President Elect Rebecca Strange 905-420-4991	TEL: 978-8419 FAX: 971-2200 taylorvaisey@medac.med.utoronto.ca
Secretary Colleen Mulloy 601-7964 cmulloy@mccarthy.ca.	Secretariat Dorothy Davey 485-0377 P.O. Box 94056 3332 Yonge Street Toronto, Ontario M4N 3R1
Treasurer Valda Poplak 281-7101	



## **FEBRUARY MEETING REPORT**

*Anne Taylor-Vaisey*

Almost 50 people braved the freezing rain of a cold, grey February evening in order to hear about the introduction of DOCLINE to Canada. After an enjoyable networking session over excellent refreshments, THLA President Teresa Helik called the meeting to order at 6:45 p.m.

As the first order of business, Teresa introduced Dorothy Davey, Chair of the THLA Ad Hoc Scholarship Committee. Dorothy reviewed the planning history of the proposed THLA annual prize for a student enrolled in the Faculty of Information Studies (FIS), and referred to the article in the January 1995 issue of *THLA NEWS* (14, 3), which describes the eligibility for, rewarding of and value of the prize. There was a question of whether THLA could afford the \$250, but Dorothy assured the questioner that treasurer Valda Poplak had thoroughly reviewed the budget and concluded that THLA can support that amount. Dorothy moved that the prize (consisting of \$250, an annual THLA membership and free admission to the annual dinner) be approved. Madeline Grant seconded the motion. There was a quorum at the meeting, and the motion passed. After other items of business, Teresa turned the meeting over to the evening's organizer, President Elect Elaine Wright, who introduced Joan Leishman.

Joan Leishman, Director of the Health Science Information Consortium of Toronto, spoke about her involvement with DOCLINE and described some of the tasks involved in adapting the consortium union list records to the standards required for entry into DOCLINE. According to Joan, the challenges can be met, but will require large investments of time and money. She introduced several CHLA/ABSC executive members who were in Toronto for meetings of the CHLA Task Force on Resource Sharing: Lea Starr (University of Alberta), Patrick Ellis (Dalhousie University) and Charlotte Beck (Richmond B.C. Hospital). Joan then introduced the evening's speaker, Jim Henderson, aka "Mr. Canada DOCLINE". Jim is head of the Medical library Service, B.C. College of Physicians and Surgeons, and was instrumental in bringing DOCLINE to Canada.

Using a combination of overheads, an online demo and a lighthearted manner, Jim led us painlessly through DOCLINE's history, purpose and methodologies. Members of the audience got to see an actual transaction over the Internet, and gained insight into just how it will change the work of interlibrary loans. You don't have to be big to use DOCLINE - even having one title in SERHOLD will enable a library to be entered into the library routing tables and become a user (and giver).

Altogether, it was a very enjoyable evening which successfully served to demystify, demonstrate and promote a new technological tool. A special thanks to Elaine Wright for organizing and hosting this very interesting meeting in the Alice Moulton Room.

## **FACES AND PLACES**

*Anne Taylor-Vaisey*

If you happened to see the February 21st issue of *Medical Post*, you might have seen a photograph on page 46, with two familiar faces. Diane Thomas and Joan Santiago of the Farrar Library at the Clarke Institute of Psychiatry posed with boxes of books bound for the library at the University of Chile.



**FACES AND PLACES**

**Continued**

The annual THLA membership directory was mailed with the November issue of *THLA NEWS*. This issue includes a number of additions and changes which have been reported to **Dorothy Davey**, the directory's compiler. Please include these changes in your copy of the directory. For any questions concerning the directory, contact Dorothy at (416) 485-0377.

**Bonnie Brownstein** will be leaving her position at St. Michael's Hospital to become the Library Coordinator in the Health Science Library at Scarborough General Hospital, effective April 18. Her new telephone number will be (416) 431-8114.

**Gayle Gill** has a new position in the Business information Centre of Deloitte & Touche. Her telephone number is (416) 601-6150.

**Jan Greenwood** of Jan Greenwood & Associates may be contacted by telephone at (416) 440-1246 or on the Internet: [j.greenwo@life.jsc.nasa.gov](mailto:j.greenwo@life.jsc.nasa.gov).

**Colleen Mulloy** of McCarthy Tétrault has a new Internet: [cmulloy@mccarthy.ca](mailto:cmulloy@mccarthy.ca).

**BETWEEN OURSELVES ...**

**THE MARKETPLACE**

*Positions Wanted*

**Highly competent Library and Information Services professional** with MLIS & MA seeks employment at a Health Sciences, Pharmaceutical, or related library / information / resource centre (full-time, part-time, or contract position). I offer proficiency in on-line searching of MEDLARS, CCINFOnline, and DIALOG databases; bibliographic knowledge of medical and occupational health & safety literature; research and reference / information services; collection development; acquisitions and expert indexing / cataloguing experience; plus experience in inter-library loans, government publications, administration and maintenance of an automated health science library. Other assets include: records management, archives administration, knowledge of several languages, and exceptional interpersonal and communications skills.

Please contact: Ellina T. Chernyak  
109 - 3896 Bathurst Street  
North York, Ontario  
M3H 3N5  
TEL: 416-633-9707

**MLS graduate with NSERC scholarship funding** seeks VOLUNTEER summer placement. Work experience includes reference service at both CISTI and the Science and Medicine Library at the University of Toronto. Skills include MEDLARS, DIALOG and Internet searching. Competent in both Macintosh and DOS/Windows computer systems. If your organization could use help with reference or special projects involving computer and network resources, please contact:

Anna Gagliardi at 926-9559 or send mail to [gagliard@fis.utoronto.ca](mailto:gagliard@fis.utoronto.ca)



## CALENDAR OF EVENTS

**March 1995 - November 1995**

*Compiled by Anne Taylor-Vaisey*

A note re Faculty of Information Studies (FIS) CE courses: for a complete listing, contact **Marcia Chen**: Tel: (416) 978-7111 Fax: (416) 971-1399 Internet: ContEd@fis.utoronto.ca Gopher: GOPHER.FIS.UTORONTO.CA [subdirectory: Continuing Education Program] Call Marcia to get on the FIS mailing list, print and/or e-mail. FIS courses cost from \$85 - \$220. There is a discount if you register early.

- March 27      **THLA General Meeting: New Health Legislation in Ontario**  
 Speaker: **Gilbert Sharpe**, Director of Legal Services, Ontario Ministry of Health  
 Contact: **Elaine Wright** Tel: (416) 978-1331  
 (Please see meeting description, p. 1.)
- April 3        **Running a Customer-Focused Library**  
 Telemedicine Canada teleconference  
 Speaker: **Jane Cooney** (Books for Business, Toronto)  
 Information: Tel: (416) 599-1234  
 Fax: (416) 598-1848
- April 8        **Internet Intermediate**  
 FIS CE course  
 Instructors: **Laine Ruus, Michael Gold**
- April 13      **Special Librarians Day: Reception at Roy Thompson Hall, and  
 An Evening with The Toronto Symphony**  
 Speaker: **Didi Pancake**, SLA president  
 Performance: "Elijah", with TSO, Toronto Mendelssohn Choir,  
 guest conductor Helmut Rilling  
 Location: Roy Thompson Hall  
 Reception and ticket information: **Heather Wilson**, Program Co-Chair  
 Tel: (416) 480-2420.
- April 24      **Automating Your Library: Building a Winning Business Case**  
 Telemedicine Canada teleconference  
 Speaker: **Brenda Brooks** (Bizware, Toronto)  
 Information: Tel: (416) 599-1234  
 Fax: (416) 598-1848
- May 1         **THLA Annual Dinner Meeting**  
 Speaker: **Professor Edward Shorter**  
 Location: Massey College  
 Contact: **Elaine Wright** Tel: (416) 978-1331



**CALENDAR OF EVENTS**

*Continued*

- May 7-12      **Health Information for the Global Village:  
MLA '95/7 ICML**  
Annual meeting of the Medical Library Association  
(May 7-10) and the 7th International Congress on Medical Librarianship  
(May 10-12)  
Washington Hilton and Towers, Washington, D.C.  
All-inclusive cost: \$350, before April 1  
Contact: MLA headquarters Tel: (312) 419-9094
- May 12      **Satisfaction Surveys for Health Records**  
Telemedicine Canada teleconference  
Speakers: **Jill Buchan** (Peace Arch Hospital, White Rock) and  
**Rosalie Chin** (Surrey Memorial Hospital)  
Information: Tel: (416) 599-1234  
Fax: (416) 598-1848
- May 15      **Worldwide Web: Navigating Beyond E-Mail**  
Telemedicine Canada teleconference  
Speakers: **Elaine Boychuk** and **Grace Patterson** (both of Dalhousie University)  
Information: Tel: (416) 599-1234 Fax: (416) 598-1848
- May 18      **Libraries Make a Difference: SLA Toronto Chapter Annual General Meeting**  
Speaker: **Kathy Knowles**,  
founder of a library system built during a four year stay in Ghana  
Location: Metro Toronto Board of Trade, Downtown Club, 1 First Canadian Place  
Cost: \$30 and \$32, dinner and program; \$15 and \$17, program only;  
\$8 students and unemployed  
Registration information: **Heather Wilson**, Program Co-Chair Tel: (416) 480-2420.
- May 26      **Sharing Clinical Information Amongst Departments:  
How to Make it Work Effectively**  
Telemedicine Canada teleconference  
Speaker: **Keary Fulton-Wallace** (Utilization Managers' Network of Ontario)  
Information: Tel: (416) 599-1234 Fax: (416) 598-1848
- June 4-7      **Old World - New World: CHLA/ABSC 19th Annual Conference**  
St. John's, Newfoundland  
Conference Co-Chairs:  
**Catherine Lawton** Tel: (709) 754-2938 Internet: clawton@random.ucs.mun.ca  
**Shaila Mensinkai** Tel: (709) 778-4344 Internet: smensinkai@kean.ucs.mun.ca  
(For a full description see *THLA NEWS*, 14(3) p. 6.)
- June 5      **Accessing Oncology Resources: Literature and Internet Based**  
Telemedicine Canada teleconference  
Speakers: **Cathy Bennett** and **Mike Fraumeni** (Hamilton Regional Cancer  
Centre); **Jan MacVinnie** (Cancer Information Service, Hamilton)  
Information: Tel: (416) 599-1234  
Fax: (416) 598-1848



**CALENDAR OF EVENTS**

*Continued*

- June 8-10      **Indexing and Abstracting Society of Canada/Société canadienne pour l'analyse de documents and the American Society of Indexers:**  
**Joint Conference**  
 Location: Delta Montréal  
 Information: Anne Taylor-Vaisey (IASC/SCAD President)  
 Tel: (416) 978-8419 Internet: taylorvaisey@medac.med.utoronto.ca
- June 10-15      **The Power of Information: Transforming the World**  
**Special Libraries Association Annual Conference**  
 Montréal, Québec  
 Contact: Jim Mears (Washington, D.C.)  
 Tel: (202) 234-4700, x628  
 Internet: slal@capcon.net
- June 14-18      **Your Golden Opportunity:**  
**50th Conference of the Canadian Library Association**  
 Calgary, Alberta  
 Information: Tel: (613) 232-9625  
 Fax: (613) 563-9895
- June 23          **Understanding the New Complexity System of the**  
**Canadian Institute for Health Information**  
 Telemedicine Canada teleconference  
 Speakers: Lynne Ashworth and Molly O'Driscoll-Croke  
 (Canadian Institute for Health Information)  
 Information: Tel: (416) 599-1234  
 Fax: (416) 598-1848
- June 26          **Applying the New CHLA/ABSC Standards for Hospital Libraries**  
 Telemedicine Canada teleconference  
 Speaker: Judy Inglis (Deer Lodge Centre, Winnipeg)  
 Information: Tel: (416) 599-1234 Fax: (416) 598-1848
- July 14          **The Singles Scene: Tactics for One-Person Librarianship**  
 FIS CE course  
 Instructor: Maggie Weaver
- Oct. 11-14      **Partners on the Front: UNYOC/MLA '95**  
 Rochester, N.Y.  
 Contact: Bernie Todd Smith Tel: (716) 338-4743  
 Fax: (716) 544-1504
- Nov. 6          **OHA Annual Conference**  
 Location: Toronto  
 Contact: Jessie McGowan (Ottawa General Hospital)  
 Tel: (613) 737-8530 Fax: (613) 737-8521  
 Internet: ae777@freenet.carleton.ca



**CHLA / ABSC '96 News**

**WANTED: HOSPITABLE PERSON WITH CHAIR**

*Cathy Lindsey-King*

The 1996 CHLA/ABSC Conference Planning Committee wants to hear from *YOU* if you are even slightly extroverted, like to arrange parties and then help the guests to enjoy themselves! Unbelievable as it may seem, the hospitality committee *still* does not have either a chair or a pair of co-chairs.

This conference planning role is considered to be one of the "fun" positions - you get to meet most, if not all, of the attendees, show off Toronto to our visitors from across the country and the United States, and take a good portion of the credit for providing information and venues for people to have a good time.

Chief among the Hospitality Chair duties are:

- developing a package of tourist information, maps, entertainment and restaurant guides, and local library and bookstore information;
- working with the other Planning Committee Chairs to provide exhibitor & sponsor information and giveaways in the registration packages, conference evaluation forms, and the Annual General Meeting Agenda;
- staffing a hospitality desk (a task shared with members of your committee) where delegates can obtain information about Toronto and the conference and its events;
- arranging a welcoming reception and working with other Planning Committee Chairs to ensure that all speakers, committee members, volunteers, exhibitors and first-time attendees are clearly identified;
- arranging tours, directions, and transportation (if necessary) of local libraries or other chosen facilities;
- arranging the conference banquet (in conjunction with the Facilities Chair), and other coffee/juice breaks and formal lunches.

The Conference Planning Committee would like to stress that the Hospitality Chair for 1996 will be able to tap a wealth of experience within the Planning Committee and the THLA membership as a whole, and that assistance is only a phone call away. If you think you might like to get involved, please give either **Elizabeth Uleryk (813-6695)** or **Sylvia Newman (978-2872)** a call. As the Conference's Co-Chairs, they will be happy to answer any questions you have and quell your fears about this exciting and interesting position.



## THLA EXECUTIVE POSITION DESCRIPTIONS

### THLA President

*Constitution:* The President shall preside at all meetings of the Association and of its Executive Committees. In the absence of the President the duties of the office shall be performed by the President-Elect.

*Specific duties:*

1. THLA leadership and direction (general)
  - ensures that the actions of the association abide by the constitution
  - responds to members' needs and concerns as they arise
  - initiates changes to the constitution as necessary
  - chairs business portion of general meetings
  - prepares letters of welcome for new members
  - writes a column for each issue of *THLA NEWS*
2. THLA leadership and direction (Executive Committee)
  - sets agendas for and chairs executive meetings
  - initiates and leads strategic planning sessions
  - leads annual goal setting including budget preparation
  - clarifies expectations and accountabilities
  - acts as designate for Past President if the Past President is unable to fulfil the duties of that office
3. Public relations (CHLA/ABSC Board liaison)
  - acts as primary contact for CHLA/ABSC
  - writes annual Chapter report for *BMC*
  - represents THLA at CHLA/ABSC annual meeting, and presents annual report
  - appoints *BMC* correspondent
  - acts as liaison for conference planning for a Toronto based CHLA/ABSC conference until planning committee chair is designated
4. Public relations (general)
  - co-ordinates liaison with other associations and organizations having interests relevant to THLA
  - thanks sponsors of meetings and other THLA initiatives
5. Position documentation
  - documents current procedures for executing these duties



**THLA EXECUTIVE POSITION DESCRIPTIONS**

*Continued*

**THLA Past-President**

*Constitution:* The Past President shall be the Association Historian, supervise and collect archival materials, and serve as the Nominations and Elections Committee Chair.

*Specific duties:*

1. Nominations and elections

- serves as the Chair of the Nominations and Elections Committee which is responsible for preparing for the Executive Committee a slate of candidates for the annual election of THLA Executive positions
- writes letters of thanks to all candidates who stand for election to Chapter Executive positions

2. Records retention

- serves as THLA Historian, managing the Association's archives and other aspects of records retention

3. Public relations

- encourages dual membership in THLA and CHLA/ABSC
- assists with Chapter liaison functions with other associations and organizations having interests relevant to THLA

4. Programme planning

- serves on the Chapter's Programme Planning Committee

5. Position documentation

- documents current procedures for executing these duties

**THLA President-Elect**

*Constitution:* The President Elect shall act in the absence of the President, assist the President in the performance of duties, act as Programme Coordinator, and perform other duties as assigned by the Executive.



**THLA EXECUTIVE POSITION DESCRIPTIONS**

*Continued*

**THLA President-Elect (Continued)**

*Specific duties:*

1. THLA leadership
  - assumes the President's responsibilities in the President's absence or as specifically requested
2. Programme planning
  - acts as Chair of the Programme Planning Committee
  - arranges the programmes for each Chapter meeting, including the December holiday party and the annual May banquet
  - ensures that programmes have an educational component and that CE courses are offered as appropriate
  - initiates contact with speakers
  - arranges introductory and thank-you speeches, gifts or honoraria
  - writes thank-you letters to speakers and presenters
  - liaises with meeting location hosts, arranges appropriate space, refreshments, etc.
  - solicits sponsors for the banquet and CE courses
3. Position documentation
  - documents current procedures for executing these duties

**Programme Planning Committee**

The existence of the Programme Planning Committee was initiated at the THLA Executive meeting of December 5, 1994. Its purpose is to assist the President Elect with programme arrangements and meeting details. The committee's term will be for one year, following the annual general meeting.

1. Functions
  - to prepare a list of possible programme topics for meetings
  - to establish locations for each meeting
  - to arrange for speakers on selected topics
  - to plan the December holiday party, food, beverages, entertainment, and gifts
  - to plan the annual May banquet, sponsors, reception, menu and budget
2. Reports
  - to present plans at each executive meeting
  - to prepare notices for the *THLA NEWS*



**THLA EXECUTIVE POSITION DESCRIPTIONS**

**Continued**

**Programme Planning Committee (Continued)**

3. Committee Members

- President Elect, Chair
- Past President
- Members appointed by the President Elect

**THLA Secretary**

*Constitution:* The Secretary shall keep a record in minutes of the proceedings of Association meetings and shall have custody of all books, records and papers of the Association, except such as shall be in the custody of other persons authorized to have possession by resolution of the Executive Committee.

*Specific duties:*

1. Documentation (minutes)

- records minutes of the Executive meetings and distributes minutes to Executive members

2. Documentation (general meetings)

- ensures that a synopsis of each general meeting is prepared for the *THLA NEWS*

3. Documentation (official Chapter documents)

- ensures that official chapter documents such as position descriptions are dated, and updated or revised annually as necessary to conform with minutes or other discussions of the Executive
- distributes a Chapter Executive contact list to the Executive and any other Programme Planning Committee members at the beginning of each new term
- distributes current procedures to the new Executive at the annual joint meeting of the incoming and outgoing Executives

4. Public relations

- sends tributes such as flowers or cards to members as appropriate, and submits invoices to the Treasurer for reimbursement



**THLA EXECUTIVE POSITION DESCRIPTIONS****Continued****THLA Secretary (Continued)**

## 5. Position documentation

- documents current procedures for executing these duties

**THLA Treasurer**

*Constitution:* The Treasurer shall supervise the collection of, and keep on deposit the funds of the Association; keep full, correct and clear record of the financial transactions of the Association, supporting all disbursements with proper vouchers; see that the funds of the Association are disbursed as directed by the Executive Committee; prepare a statement and submit it to the Executive Committee for presentation at the Annual General Meeting of the Association; and cause a register of all members of the Association to be maintained. To assist the Treasurer in the performance of these duties, the Executive Committee may employ the occasional services of a professional Coordinator of Membership Services.

*Specific duties:*

## 1. Management of finances

- collects, deposits and manages funds, and issues receipts
- conducts all banking transactions
- files accounts paid and documentation relating to monies received

## 2. Documentation

- keeps full records of all financial transactions
- presents financial report at each Executive meeting
- produces year end financial statement

## 3. Co-ordination

- co-ordinates with Secretariat on matters relating to membership
- co-ordinates meeting registration and payment

## 4. Position documentation

- documents current procedures for executing these duties



## THLA EXECUTIVE POSITION DESCRIPTIONS

Continued

### THLA NEWS Editorial Team

*Constitution:* The manner in which the duties are divided between members of the editorial team is left to the discretion of the Editor, but he/she is ultimately responsible for ensuring that *THLA NEWS* is published in accordance with the Constitution's *Terms of Reference*. The Editor (or a delegated representative from the editorial team), will attend all executive meetings. The editorial team solicits articles for publication in *THLA NEWS*; prepares the publication schedule in consultation with the THLA Executive; prepares each issue for publication and arranges for printing and distribution; and devises editorial policies in consultation with the THLA Executive.

#### *Specific duties:*

1. Duties of the Editorial Team
  - maintains a liaison with contributors for contents of each issue to ensure that the *NEWS* accurately represents the needs of the membership, the THLA Executive, and CHLA/ABSC as a whole
  - wherever possible and practical, the *NEWS* attempts to publish all pertinent information about events and continuing education opportunities of interest to the Greater Toronto health sciences library community
2. Specific duties of the Editor
  - responsible for maintaining communication with the newsletter editorial team
  - ensures that production of each issue must include consideration of the following: content and focus; coordination of article collection, writing responsibilities and word processing; proofreading duties; special features; and production details
  - maintains liaison with provider of the newsletter's front page masthead and footer
  - writes each issue's Editor's message
  - performs task of page styling and editing of the electronic copy to produce the original camera-ready copy
  - liaises with the Secretariat or other designated body to ensure timely and cost-efficient copying and delivery of each issue
3. Association contacts and other newsletter contributors
  - the newsletter editorial team maintains a current listing of other association contacts to facilitate the gathering of Calendar of Events and other pertinent newsletter information
  - this information is provided to the next Editor
4. Position documentation
  - documents current procedures for executing these duties