

**Summary:**

We recommend the following:

1. President (year 2 of a consecutive 2 year term)
2. Vice President (year 1 of a consecutive 2 year term)
3. Treasurer (2 year term)
4. Secretary (2 year term)
5. Engagement Coordinator (2 year term)

The definitions of the different roles and responsibilities from the current MHLA/ABSM bi-laws should continue and how we based these recommendations. All positions should be elected. The big change is the removal of the Past President position. This is to reduce the length of the terms and the number of positions to fill. The responsibilities of the PP will be allocated to:

- Call for new nominees for new executive call will go to the Engagement Coordinator
- Mentoring students (see questions below)

It is important that appointments should be staggered so there will not be an entirely new executive every 2 years.

**Questions:**

- Ideally, the executive should contain representatives from each province. How could this be achieved or is this just something to keep in mind during recruitment?
- Who will manage the listserv? Or is that in Treasurers position or Secretary? (depends on how listserv will be hosted?)
- Who will be responsible for recruiting and mentoring students? Recommend VP or Engagement Coordinator?

**Duties of the executive from MHLA/ABSM:**

**President:** The President shall be responsible for seeing that the activities of the Association are carried out; shall preside over all meetings; shall preside over elections; shall liaise with CHLA/ABSC on behalf of the Association; shall present an annual report to CHLA/ABSC; shall co-sign all Association cheques with the Treasurer; and, with other members of the Executive, may authorize Association expenditures.

**Vice-President:** The Vice-President shall assist the President and perform the duties of the President in their absence or resignation; and, shall coordinate the continuing education activities of the Association.

**Secretary:** The Secretary shall be responsible for keeping minutes of all meetings; for maintaining/managing the records and correspondence of the Association; with the Engagement Coordinator, maintain the Association's web presence (i.e. website, social media) and relevant online accounts; and, other duties as necessary.

**Treasurer:** The Treasurer shall keep the financial records of the Association; present a financial report at the general meetings; maintain the Association bank account; co-sign all Association cheques with any one (1) of the other Officers; collect membership dues; update and maintain the paid membership list; and, assist with continuing education registration, as necessary.

**Engagement Coordinator** - The Engagement Coordinator shall be responsible for member recruitment; engage with Association members; lead outreach activities for members and non-members in the broader health and library communities; and with the Secretary, maintain the Association's web presence (i.e. website, social media) and relevant online accounts.