SAMPLE ANNUAL REPORT

This report covers the period between _____ and _____

**Medical Library Association
Annual Report
Chapter Council, 2008 – 2009**

*Goal 1:  Recruitment, Membership and Leadership in the Profession*

**Outcomes**:

The Communications Committee sets up a table at MLA annual meetings to communicate information about chapter membership.  The committee will keep a log to help determine the effectiveness of the booth and use the information to further enhance the table.

The Liaison to the MLA Core Membership Committee participated in planning the year's activities and communicating to Chapter Council about them.

All chapters will be supporting new members by donating tickets to the Chapter Council Presents Sharing Roundtables luncheon, either privately or through MLA. Approximately 30 tickets will be donated for the May 2009 event.

The Liaison to the MLA Core Membership Committee will speak at the New Member/First Time Attendee breakfast on behalf of Chapter Council in Hawaii.

The Roundtable Committee has organized the following leadership-related table topics for the May 2009 meeting: *Building Partnerships; Future of Medical Libraries/Librarians; Issues in Chapter Leadership*; and *New and Emerging Roles for Medical Librarians.*

 The Liaison to the MLA Professional Recruitment and Retention Committee compiles a list of career fair opportunities and polls chapters for recruitment activities that occurred between June 2008 and June 2009. A resume clinic will be held at MLA '09 in Hawaii. A focus session will be held at MLA '09 in Hawaii during the New Members Special Interest Group meeting to discuss health sciences librarianship and gain new members' insights on recruitment and retention issues.

The Elections Committee has organized an election for the MLA Nominating Committee candidates. Thirteen out of fourteen chapters selected a candidate to run for the MLA Nominating Committee. The Candidate Information statements were placed on the Chapter Council website, and the election was conducted online in April via the Survey Monkey website tools. The Election Committee recruited two current council representatives to run for the Chair-elect position. That election was also conducted online in April.

## *Goal 2: Life Long Learning*

**Outcomes**:

The Liaison to the MLA Credentialing Committee will attend the Credentialing Committee meeting on Friday, May 16, 2008. The liaison updates the list of the Chapter Credentialing Liaisons.

AHIP points will be awarded to Roundtables facilitators and recorders for completing their responsibilities.

## *Goal 3: Advocacy*

**Outcomes**:

The Web/Home Page Committee added a link to the Continuing Education Committee wiki from the *Chapter Council Projects and Programs* web page.

The Web/Home Page Committee is working on developing Chapter Council Members' web pages for the directory.

## *Goal 4: Creating and Communicating our Knowledge*

**Outcomes**:

A day-long meeting of Chapter Council will be held at the MLA annual meeting in Honolulu to allow Chapter Council members to interact with association leadership, exchange information and ideas, establish committees, and plan for the coming year.

Roundtable topic discussion summaries for 2009 are posted on the Chapter Council website.

A wiki has been developed to be used by current and future Roundtable Committees. The wiki contains procedures and forms for planning the roundtable event, and essential contact information to MLA.

The MLA CE Committee Liaison created a wiki, mlachpatercouncilce , which is linked into the Chapter Council web site.  Members of the Chapter Council CE Committee have edited and added chapter CE offerings found on chapter web sites and created a list of chapter CE contacts.   The chapter CE contacts have been added to the wiki and are updating the information on classes presented at their chapter meetings or events and their contact information.

The CE Committee Liaison is currently working with the MLA CE Committee to use the wiki for courses to be offered at the 2010 Annual MLA Meeting.

[Mlachpatercouncilce](#) is a closed wiki that should encourage CC CE Committee members, Chapter CE contacts, and MLA headquarters CE staff to use and support a wiki.   Giving access to designated people offers a more private platform for learning wiki skills

The Chapter Council Web Committee has been updating the Chapter Council website information continuously throughout the year.

Chapter Council promotes its work through a series of columns in the MLA News. Column topics to date include the Chapter Council Roundtables event and chapter annual meetings.

The MLA/Majors Chapter Project of the Year Award jury has chosen a winner of the award for 2009.  The award will be presented at the MLA meeting in _____ in May ____. Three chapter projects were nominated and the winning chapter was unanimously chosen.

The Benchmarking survey completion has been postponed due to numerous changes in the questionnaire, demographic reporting range from hospital libraries, and the addition of Canadian libraries.

The Liaison to the Social Networking Task Force continues to participate in the ongoing online discussions of the taskforce.  The success of last year's online CE offerings encouraged the Task Force to repeat the classes, using a different format with individual modules.

The Chapter Council liaison to the MLANET Editorial Board (MEB) attended a meeting of the MEB meeting at the Annual Meeting in Chicago in May 2008.  He reported back to the MEB Chapter Council's responses to questions about chapter participation on the MLANET website.

This report is informational and requires no action by the Board of Directors.

Respectfully submitted,
Name, date

# Chapter Council Officers, Committees and Members, year

**Officers**

Chair:
Vice Chair:
Secretary:

**MLA Liaisons**

MLA Benchmarking Editorial Board CC Liaison:
MLA Continuing Education Committee CC Liaison:
MLA Core Membership Committee CC Liaison:
MLA Credentialing Committee CC Liaison:
MLA News Chapter Column Editor:
MLANET Editorial Board Liaison:
MLA Professional Recruitment and Retention Committee Liaison:

**Committees**

**Chapter Council Presents Sharing Roundtables**
Members' names

**Continuing Education Issues**
Members' names

**Nominations/Elections**
Members' names

**Communications**
Members' names

**Web/Home Page**
Members' names

**Majors/MLA Chapter Project Award Jury**
Members' names

**CHAPTER:**          **REPRESENTATIVE:**          **ALTERNATE:**