

## **EAHIL Board Role descriptors**

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The intention of these role descriptors is to give an indication of the types of activities and time commitments that are involved with being a member of the EAHIL Board. These descriptors should be seen as indicative and likely to change over time: this is a 'living document' with the aim of being transparent and facilitating understanding of the Board members' typical activities.

The posts of President and Past President are pre-determined by direct election. Other posts on the Board are assigned to individual members at the first meeting of each newly-elected Board.

### *1. All Board members*

- Actively contribute to discussion of, and decision-making on, issues raised within the Board.
- Generally support EAHIL by acting in the interests of the Association – such as supporting members with queries, encouraging new member to join, encouraging article submissions to JEAHIL.
- Take a particular role, such as being the primary contact for Special Interest Groups, being the lead for Communications, assist in managing administrative systems or other roles as may emerge from time to time.
- Undertake specific tasks or projects as agreed from time to time.

Estimated time commitments:

Board meetings: 2 or 3 days per year

Council and General Assembly meetings: approx. 1 day combined

General duties: 10 to 15 hours per year

Special tasks or projects: need to be estimated case by case

### *2. Board officer roles*

President

- Chair meetings of the Board, Council, and General Assembly
- To be the Association's principal representative
- Participate in International Programme Committees of conferences and workshops taking place within the term
- Write a "President's Letter" for each issue of the Association's Journal
- In collaboration with the Secretary and other members of the Board, to prepare the agendas and papers for formal meetings.
- Respond to correspondence on behalf of EAHIL, in consultation with other Board members as needed.
- Participate in any EAHIL committee meeting if interested or needed (the President has a standing invitation to any committee or Taskforce meeting within EAHIL)

- Oversee progress of tasks and duties of Board members and committees within EAHIL
- Respond to discussions on EAHIL-L on behalf of EAHIL or EAHIL Board (i.e. access to all EAHIL-discussion lists and follow what is going on)

Estimated time commitments:

Board meetings: 2 or 3 days per year

Council and General Assembly meetings: approx. 1 day combined per year

IPC meetings: 2 days per year

General duties: 50 hours per year (about 1 hour per week on average)

#### Vice President

- To deputise for the President as necessary
- Advise the President and Board on matters as required
- Liaise with sister organisations

Estimated time commitments:

Board meetings: 2 or 3 days per year

Council and General Assembly meetings: approx. 1 day combined per year

General duties: 50 hours per year (about 1 hour per week on average)

#### Past President

- Manage the EAHIL scholarship application process
- Organise elections for Board and Council
- Represent the Association at meetings of the Medical Library Association
- Advise the President and Board on matters as required

Estimated time commitments:

Board meetings: 2 or 3 days per year

Council and General Assembly meetings: approx. 1 day combined per year

General duties: 50 hours per year (about 1 hour per week on average)

Travelling to USA for attending MLA meeting (5-7 days); registration fee is waived by MLA, but travel and lodging must be paid for by employer or self (**no** EAHIL sponsorship)

#### Treasurer

- Prepare an annual budget
- Provide a report on finances at each Board meeting and advise the Board on issues requiring attention
- Submit the annual accounts to the Association's Auditing Committee for audit
- Present an annual audited report to the General Assembly
- Liaise on financial matters with the Secretariat, Supervisor of Secretariat, the Journal Editor, conference/workshop organisers, scholarship recipients, and others as necessary
- Pay invoices as required

Estimated time commitments:

Board meetings: 2 or 3 days per year (Optional: be prepared to visit Maarsse especially if the winter Board meeting is not taking place in the Netherlands)  
Council and General Assembly meetings: approx. 1 day combined per year  
General duties: 50 hours per year (about 1 hour per week) and two full days to prepare annual accounts and budget, and report

Honorary Secretary

- In collaboration with the President and other members of the Board, prepares the agendas and papers for Board, Council and General Assembly meetings.
- Serve as Secretary to the Board and Council
- Draft the minutes of meetings
- Circulate agendas and papers for meetings
- Deal with routine correspondence on behalf of the Board
- Liaise with the Secretariat in maintaining an archive of EAHIL business
- To keep track of incoming mail (through EAHIL-secr@...)
- To keep contact with the Secretariat Supervisor on matters related to membership (applications and cancellations) both in membership database (Formdesk) as well as the discussion lists (EAHIL-mailing@ EAHIL-L@ and the SIGs)

Estimated time commitments:

- Board meetings: 2 or 3 days per year
- Council and General Assembly meetings: approx. 1 day combined per year
- General duties: 50 hours per year (about 1 hour per week on average)

Sponsor liaison (EAHIL Board Member)

- Develop and maintain contacts with appropriate commercial organisations, to offer them visibility and impact among the professionals who are existing and potential customers – in cooperation with Chief Editor of JEAHIL, Local Organising Committees, and other Board members
- Here the term ‘sponsor’ is a general term to capture various ways in which commercial organisations support EAHIL: they may be affiliate members, advertisers, sponsors or exhibitors. EAHIL and its sponsors have a mutually beneficial relationship: this role is not about begging for money, but about developing and maintaining contacts with appropriate commercial organisations, to offer them visibility and impact among the professionals who are and could be their customers. Key activities for this role include:
  1. Learn about EAHIL and what it does (Aims, Members, Organization, Some history, etc.).
  2. Be aware of the options available to affiliated members and the associated fees.
  3. Maintain a list of affiliated members as well as of sponsors and advertisers in the Journal of EAHIL.
  4. Cooperate with the Chief Editor in getting adverts (or shipping sponsors) for JEAHIL.
  5. Respond to emails, usually forwarded by the secretariat or the supervisor or the president, that are questions about or applications for affiliated membership.

6. When meeting or emailing potential sponsors (e.g. when a publisher visits or emails you to discuss new products or offers), raise awareness of ways they could raise their visibility among EAHIL members by
7. Becoming an affiliated member
8. Advertising in the journal (or sponsoring the shipping).
9. Sponsoring or exhibiting at upcoming conference/workshops. (Provide relevant contact information of Local Organising Committees (LOCs).)
10. Contact LOCs to find out the exhibitors of the upcoming event and try to meet possible affiliated members during the event. Preferably agree short meetings (5-10 min) during the breaks with some of them to tell them about the membership possibility. Cooperate with chief editor (advertisements). Sales persons usually are not the ones who decide so bring business cards and/or ask who you can email. Bring copies of JEAHIL and a device to show the website.
11. Think creatively about potential developments or changes to what is available to sponsors.

#### Communications coordinator

- Look after the website and coordinate editorial contributors
- Update website content in cooperation with other board members
- Create new content when needed, e.g. new SIGs
- Develop website layout when necessary in cooperation with Wasabi
- Have awareness and oversight of social media channels
- Provide strategic and operational recommendations for communications activities

#### Estimated time commitments:

- Board meetings: 2 or 3 days per year
- Council and General Assembly meetings: approx. 1 day combined per year
- Website and social media matters: 20 to 30 hours per year (constant monitoring and moderating)

### *3. Board observer roles*

#### Secretariat Supervisor

- To supervise the EAHIL Secretariat
- To oversee the management of the EAHIL membership database
- To oversee the management of the EAHIL email lists

#### JEAHIL Editor

- To manage publication of the Journal of EAHIL , including advertisements and contacts with advertisers
- To chair meetings of the JEAHIL Editorial Board
- To liaise with the Treasurer on matters relating to JEAHIL finances