



LIBRARY &  
INFORMATION  
HEALTH NETWORK  
NORTHWEST

**CONSTITUTION**

April 2007

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# LIBRARY & INFORMATION HEALTH NETWORK NORTHWEST

## CONSTITUTION

1. The Association shall be called Library & Information Health Network Northwest, hereafter referred to as LIHNN.
2. The objectives of LIHNN shall be: -
  - i) To promote the maintenance and improvement of services to users of health libraries throughout the North West.
  - ii) To encourage co-operative practices in the exploitation of material and human resources in this field.
  - iii) To assist in the development of professional links between library and information staff in the health services.
  - iv) To act as a consultative body in library and information matters within the North West and nationally.
  - v) To encourage professional co-operation and liaison with other bodies interested in relevant library and information work, both regionally and nationally.
  - vi) To encourage and facilitate the continuing education and training of library and information staff in the North West.
3. Membership of LIHNN shall be open to all professionally concerned with health services libraries in the North West, but is conditional on members making their collections available, where applicable, through the LIHNN Union Catalogue scheme. New membership shall be considered and ruled on by the Co-ordinating Committee.

# LIBRARY AND INFORMATION HEALTH NETWORK NORTHWEST

## CO-ORDINATING COMMITTEE

### Terms of reference

1. LIHNN Co-ordinating Committee. The affairs of LIHNN shall be managed by the Coordinating Committee. This committee will approve the formation and objectives of the LIHNN Task and Special Interest Groups.
2. Role of the Co-ordinating Committee. The role of the Co-ordinating Committee is:
  - To be a contact point for LIHNN members and HCLU (North West Health Care Libraries Unit)
  - To consider applications from libraries for membership of LIHNN
  - To provide the public face of LIHNN
  - To debate and recommend the strategic direction of LIHNN activities
  - To arrange and facilitate meetings for LIHNN members in collaboration with HCLU – these may be learning or information sharing events
  - To approve the formation and objectives of Task and Special Interest Groups
  - To represent LIHNN at HCLU Stakeholder Board meetings
  - To encourage attendance at conferences and events by providing sponsorship for LIHNN members
  - To acknowledge retirements after long service (20 years) or other notable contributions to the profession within the North West
  - To consider applications for financial support from Task and Special Interest Groups
  - To encourage Task and Special Interest Groups to disseminate their findings to the wider LIHNN membership by electronic or other means
3. Meetings. Committee meetings will be held every other month. Where possible, these will coincide with the LIHNN/HCLU briefings. These meetings will receive summaries of the activities of Task and Special Interest Groups. A representative of HCLU will join the Co-ordinating Committee for the second half of each meeting. Four committee members will be required for the meeting to be quorate. An Annual General Meeting will be held, open to all LIHNN members.

4. Reporting back. The Committee will report back to the members via LIHNN/HCLU briefings, the AGM and the LIHNNK Up newsletter. Committee minutes will be posted on the community web site. (See also [Communications Strategy](#) document)
5. Membership. The Committee will be elected from within the LIHNN membership. The Committee will consist of eight members. Membership of the Committee is for three years. Co-opted members will be used when members leave mid-term and will stand for the term of the person they are replacing. Additional LIHNN members may also be co-opted to join the Committee when there is a specific need for them to undertake a time limited task.  
When required, elections for new members will be co-ordinated by a member of the Committee and a member of HCLU. (See [Procedures for Election](#) document). LIHNN members who have previously served on the committee are eligible for re-election (see [Appendix a](#))
6. Officers. A Chairperson, Secretary and Treasurer will be elected from within the Committee. The Chair should be a time-served member of the Committee, i.e. have served a year. The time as Chair is the remaining membership time i.e. if they have served a year and are then elected Chair, they will be Chair for two years; if they have served two years, they will be Chair for one year.
7. Roles of Officers.
  - a. Chair –
    - i) Represent LIHNN at HCLU Stakeholder Board meetings
    - ii) Compile agenda for LIHNN Co-ordinators Committee meetings
    - iii) Run the LIHNN Co-ordinators Committee meetings
    - iv) Post relevant documents on the community web site
    - v) Compile a report for LIHNN/HCLU Briefings
    - vi) To be a link for LIHNN groups
    - vii) To oversee elections
  - b. Secretary –
    - i) Write up minutes and agendas
    - ii) Disseminate minutes and agendas
    - iii) Send out any other mailings
    - iv) Book venues and refreshments
    - v) Inform members of forthcoming meetings
    - vi) Administer CPD funding applications

- c. Treasurer –
  - i) Collect membership fees and chase non-payments
  - ii) Process all invoices
  - iii) Pay in monies to the LIHNN account
  - iv) Submit financial statements at each Committee meeting
  - v) Prepare annual accounts for audit
  - vi) Administer gifts - contact groups, purchase vouchers
  
- 8. Finance. The Treasurer will be elected from within the Committee. Cheques should be signed by an authorised signatory from within the Committee. The Treasurer will submit a financial statement at each Committee meeting and annual financial accounts will be available on the community website. The Treasurer sends out membership fee invoices on 1<sup>st</sup> April each year. Membership fees will be determined annually by the Committee. Amalgamated library services pay annual membership for each individual library service. Invoices can be amalgamated at the request of the Library Manager.
  
- 9. Sponsorship. The LIHNN Co-ordinating Committee sponsors one delegate to attend the HLG conference, normally someone who has not previously attended. The Committee will also consider sponsoring attendance at other relevant conferences. Travel and expenses to be paid by individual or organisation. Applications are co-ordinated by the LIHNN Co-ordinating Committee. The successful applicant(s) writes up the event for the LIHNN Newsletter.

## LIHNN GROUPS

- 1. Task Groups

These shall be formed to look at specific topics and shall not normally consist of more than eight people all of whom shall be LIHNN members. Each group will be approved by the Co-ordinating Committee, have clear written objectives/terms of reference and timescales and report back to the Committee. All LIHNN members can express an interest in joining a task group. Should too many people wish to join a particular group, a representative sample will be chosen by the LIHNN Co-ordinating Committee. Membership of the task group will be for the duration of the task.
  
- 2. Special Interest Groups

All LIHNN members are eligible to join Special Interest Groups. Special Interest Groups may have any number of members, for

an unlimited period. Each group will be approved by the Co-ordinating Committee, have clear written objectives/terms of reference and report back to LIHNN.

The Co-ordinating Committee and all groups, both Task and Special Interest, may co-opt 'expert' membership onto them, as and when required, for a specific purpose.

# LIBRARY AND INFORMATION HEALTH NETWORK NORTHWEST

## CO-ORDINATING COMMITTEE

### Communications Strategy

This Communications Strategy establishes the LIHNN Coordinating Committee's role in communicating with LIHNN, with HCLU and with external organisations. The LIHNN Coordinating Committee recognises that effective communication is key to the Committee achieving its objectives. This strategy will: -

- Ensure the dissemination of information about the work of the Committee and its Task and Special Interest Groups
- Facilitate the sharing of best practice
- Help to raise the profile of LIHNN and improve general understanding of its role
- Inform and consult with stakeholders about current issues
- Facilitate the communication link to and from HCLU
- Clarify external and internal lines of communication for the group
- Identify the principal mechanisms to be used for communication

The LIHNN Co-ordinating Committee is committed to establishing effective means of communication, whereby members of LIHNN and Task / Special Interest Groups can share best practice, ask for help, and communicate achievements.

- The Committee will normally meet every other month
- Two members of the Committee, one of whom will be the Chair, will attend HCLU Stakeholder Board meetings
- A member of the HCLU team will attend the second half of the LIHNN Coordinating Committee meetings
- Minutes from the meeting will be posted on the community web site
- The Committee will report back to the members via LIHNN/HCLU briefings, the AGM, and the LIHNNK Up newsletter
- Each member of the Committee will take responsibility for communication with one or more Task or Special Interest Groups
- The Committee will ensure that minutes and other relevant documents from Task and Special Interest Groups are posted on the community web site
- External communication will be via information posted to the LIHNN community website and via the LIHNN newsletter

# LIBRARY AND INFORMATION HEALTH NETWORK NORTHWEST

## CO-ORDINATING COMMITTEE

### Procedures for Appointment to the Committee

1. Nomination Preparations
  - a. Chair of the Committee to advise of members standing down and that new members are required
  - b. Chair to e-mail LIHNN to announce there are vacancies on the Committee and that the nomination process will commence
  - c. Secretary to send out nomination documents by post and e-mail to LIHNN members (see [Appendix b](#))
2. Process for Nominees
  - a. Nominees to complete nomination form including 100 word personal statement, which will be sent out with voting papers.
  - b. Form to be returned to Chair
3. Number of nominations equals number of places
  - a. If the required number of nominations are received, the Chair will accept all nominations
  - b. Secretary to post a letter advising nominees of their success (see [appendix c](#))
  - c. Chair to announce to LIHNN new Committee members
4. Fewer nominations than places
  - a. Chair to extend closing date
  - b. Secretary to resend nomination documents
  - c. If there are still fewer nominations than places, LIHNN members who have served on a previous committee are eligible for re-election (see [appendix a](#))
5. More nominations than places
  - a. An election will be held – see below
6. Election process
  - a. Advise LIHNN members by e-mail to expect election documents (see [appendix b](#) and [d](#))

- b. Secretary to send election documents by post to LIHNN members
- c. LIHNN members to return election documents to the Chair
- d. A Committee member and a member of HCLU to count votes
- e. Secretary to post a letter advising nominees of their success (see [appendix c](#))
- f. If nominees wish to withdraw, they should inform the Chair in writing. The Chair will decide how to proceed.
- g. Chair to announce to LIHNN new Committee members

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CO-ORDINATING COMMITTEE

**Appendix**

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- d. [Voting paper](#)

# LIBRARY AND INFORMATION HEALTH NETWORK NORTHWEST

## CO-ORDINATING COMMITTEE

### Notes on Membership

1. A member who leaves mid-term – Co-opted members will be used when members leave mid-term and will stand for the term of the person they are replacing.
2. At the end of the co-opted members term – they are eligible to put their name forward for a full term on the committee
3. An Officer who is due to stand down may continue membership if there are not enough nominations to fill vacancies. They may continue in Office if they wish, for another year
4. A member who temporarily leaves the Committee (e.g. for maternity or long-term sick leave) – a co-opted member will cover this time; the member will return to complete their term finishing on the date they would have finished without the temporary leave



**LIBRARY & INFORMATION HEALTH NETWORK NORTHWEST**

**NOMINATION FORM**

Please complete this form and return to:

No later than:

Name:	
Job title:	
Address:	
Personal statement: Please explain in no more than 100 words your reason(s) for nomination	



## LIBRARY & INFORMATION HEALTH NETWORK NORTHWEST

Chair's address?

Successful nominee's address

Dear

Your nomination to the LIHNN Coordinators Committee has been successful. Congratulations and, on behalf of the Committee, welcome.

The next Committee meeting will be:

I look forward to seeing you there.

Signed by Chair?



**LIBRARY & INFORMATION HEALTH NETWORK NORTHWEST**

**VOTING PAPER**

Please read the enclosed nomination forms, complete this voting paper and return to:

No later than:

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Mark ONE nomination with a cross (X)

Name of nominee	X