

***New AAHL Logo Here**

Executive Handbook

Updated January 2025

<https://aahl.chla-absc.ca/>

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Table of Contents

Land Acknowledgement	4
Introduction	4
Our Mission	4
A Brief History	4
History of Northern Alberta Health Libraries Association	4
History of Southern Alberta Health Libraries Association	5
Executive Committee	6
Common Duties	6
Meetings, Programmes, & Social Events	6
Executive Committee Positions	8
The President	8
The Vice-President	9
The Past-President	10
The Treasurer	11
Membership	11
The Student Representatives (non-Executive position)	12
Members at Large (non-Executive position)	12
Nominating Committee	13
Archives	14
AAHL Continuing Education Award	16
Terms of Reference	16
Eligibility Criteria	16
Procedures for Application	16
Other Requirements	16
Appendices	18
Appendix A: Annual General Meeting Checklist	18
Six weeks in Advance	18
21 Days in Advance	18
Before AGM	18
At AGM	18
Appendix B: Event Checklist	19
Planning	19
Sponsors	19
Speakers	19
Evaluations	19
In Person Events	20
Online Events	22
Appendix C: Sample Thank You Letters or Cards	23
Thank You Letter Sample #1	23
Thank You Letter Sample #2	23

Appendix C: AAHL Membership Form	24
Form	24
Questions	24
Appendix D: AAHL Signing Authority Change	25

Land Acknowledgement

The Association of Alberta Health Libraries acknowledges that we are located on historical and contemporary Indigenous land. This Land is a crossroads and gathering place for nations including the Siksikaitsitapi (Blackfoot Confederacy), the Îlethka Stoney-Nakoda, Tsuut'ina, Nehiyawak (Cree), Saulteaux, Dene, and other distinct Peoples. The knowledges and experiences of the Peoples of these nations are connected to the Land, and are dynamically present in this space today. We also recognize that this Land is part of Treaties 6, 7, and 8 as well as the historical Northwest Métis Homeland – which includes five Territories. As professionals engaging with concepts of knowledge production, knowledge diffusion and knowledge organization, we recognize it is our responsibility to respect Indigenous Ways of Knowing and with this statement we dedicate ourselves to moving forward in the spirit of partnership, reconciliation and collaboration.

Introduction

This Handbook is a guide for Association of Alberta Health Libraries (AAHL) Executive members regarding the various duties that may not be covered by the Association's Bylaws.

Copies of the revised Handbook will be distributed to the incoming Executive prior to its first meeting. At this meeting, there will be an opportunity to discuss the duties as outlined, thus clarifying procedures that Executive members should follow. Each member should keep a working copy of their duties and procedures, listing any changes that occur during the year so that revisions may be made to the Handbook. Although this is an informal document that may be changed as the situation demands, it should be reviewed annually by each year's Vice-President and revised as required.

Our Mission

Empowering health information specialists in Alberta to support health care and research, through leadership, advocacy, networking, and education.

A Brief History

The Association of Alberta Health Libraries was formed in Fall 2024 with the merger of two existing chapters: the Northern Alberta Health Libraries Association (NAHLA) and the Southern Alberta Health Libraries Association (SAHLA).

History of Northern Alberta Health Libraries Association

The Northern Alberta Health Libraries Association (NAHLA) held its inaugural meeting in January 1985, one month prior to being granted official chapter status from CHLA/ABSC.

From the outset, NAHLA was an active group. Initially, there was heavy interest in the political environment, with group members submitting letters and briefs to local MPs. Focus later shifted towards provision of educational opportunities for members. Though a wide range of speakers had been invited to speak at NAHLA events over the years, the institution of the TRENDS mini-conference and the formalization of the Leading Edge series of workshops further confirmed the association's emphasis on professional development.

Since its inception, NAHLA members have also been involved in a variety of special projects. These have included publication of the Union List of Serials of the Northern Alberta Health Libraries in 1988, planning of the 1990, 2003, and 2017 CHLA/ABSC conferences, publication of Consumer Health Information: a directory of resources in Edmonton and area in 1997 and 2000, and the NAHLA History Working Group.

For a complete history, see the Working group's article in JCHLA available at <http://dx.doi.org/10.5596/c08-010>

History of Southern Alberta Health Libraries Association

The Southern Alberta Health Libraries Association (SAHLA) is an official chapter of the Canadian Health Libraries Association.

SAHLA works to promote good health information service to the community of southern Alberta by fostering and stimulating the work of health sciences and hospital libraries, encouraging communication and cooperation among members, and seeking to advance their educational development through a variety of means.

Executive Committee

Common Duties

1. Be acquainted with the Bylaws, particularly with those sections pertaining to their positions held on the executive.
2. Review their predecessor's records and take into consideration suggestions presented in the President's annual report.
3. Keep accurate records of the activities pertaining to their positions.
4. Present at each Executive meeting a progress report on their activities related to the Association, including suggestions to their successors.
5. Attend all Executive meetings of the Association and functions whenever possible.
6. Arrange for another Executive member to carry out their duties or to present their report if unable to attend an Executive meeting or function.
7. Update the AAHL website with appropriate content.
8. Provide all records pertaining to their offices to their successors.
9. Provide one copy of all relevant materials, including correspondence, to the Past-President for archival purposes. See [Archives](#) section for further detail.

Meetings, Programmes, & Social Events

Additional Duties:

1. Assist with AAHL events as necessary.
2. Encourage AAHL members and non-members to attend events.
3. Welcome members and guests at events and/or meetings.
4. Coordinate and set up the programmes and meetings to be held during the year.
5. Refer to any notes compiled by previous Executives on the organization of specific events, such as the Project Exposition, Leading Edge events,, and Holiday luncheon. These should be attached to the Handbook as appendices.
6. Arrange specific details of programmes as required, including:
 - a) Deciding dates.
 - b) Confirming speakers.
 - c) Booking meeting rooms, with consideration of parking facilities and availability of public transportation. (Edmonton Public Library has historically not charged room rental for library-related functions).
 - d) Provision of refreshments for each AGM and/or special meeting of the Association, ensuring that dietary requirements are met (vegetarian meals and food allergies).
 - e) Defining specific needs for meetings, such as audio-visual, computer, videoconferencing, and technology requirements.
 - f) Developing publicity for the event/programme.
 - g) Confirming with any guest speaker the definite date, time, and place along with other arrangements such as transportation, accommodations, fees, etc.
7. Prepare budgets for programmes whenever feasible.

8. Become aware of coming events or attractions that could be suitable for future meetings and make early tentative contacts for information.
9. Cooperate with other organizations and institutions in planning joint meetings, workshops, etc.
10. Begin formal meetings and events with a [Land Acknowledgement Statement](#). This Acknowledgment is a living document and should be reviewed by the Executive in fall of each year.
 - Guidance on AAHL's approach towards Land Acknowledgements can be found in [NAHLA's Land Acknowledgement, Template for Personalization, Definitions, and Speaker Protocol](#).

Executive Committee Positions

The President

1. In consultation with the Executive Committee, and with the assistance of the Vice-President, is responsible for setting goals and objectives at the beginning of each year.
2. Presides at all meetings of the Association and of the Executive Committee, and coordinates the planning and implementation of the Association's activities.
3. Is responsible for ensuring that the following deadlines of the Association are met:
 - a. A Nominating Committee is struck at least six weeks before the Annual General Meeting.
 - b. A call for nominations for the upcoming elections is called at least one month before the Annual General Meeting.
 - c. Motions of proposed amendment to the Bylaws are submitted in writing to the Membership at least 21 days prior to the Annual General Meeting or a Special Meeting.
 - d. Electronic voting of the Bylaws should be set up fourteen days beforehand and should be open for at least seven days.
 - e. Executive members prepare reports for presentation at the Annual General Meeting.
 - f. Members receive at least one notice fourteen (14) days before the Annual General Meeting.
4. Draws up the Agenda for the meetings of the Association and Executive Committee.
5. Submits Chapter reports by the deadlines requested by CHLA.
6. Is an ex officio member of all committees of the Association.
7. Holds alternate signing authority of the Association together with the Treasurer and Vice-President.
8. Presents an annual report at the Annual General Meeting.
9. Attends meetings of any associations with which AAHL is affiliated and reports their activities to the Executive Committee. In the event of being unable to attend, shall delegate the duty to the Vice-President or other Executive member.
10. Submit change of information to the "[New Chapter President Info](#)" on CHLA/ABSC website in order to join the Chapter Presidents' listserv.
11. Update security contact email and phone number for Google Account.

The Vice-President

1. Presides at meetings of the Association in the absence of the President.
2. Represents the President at meetings and functions of other organizations that the President is unable to attend.
3. Assumes presidential responsibilities should the office of the President be vacated before the end of their term.
4. During the year, will be aware of any changes of procedure that should be incorporated into the Handbook and prepares an updated copy of the Handbook before the Annual General Meeting. Any changes should be presented to the Executive for review before incorporating.
5. The Vice-President is responsible for checking all email received to the AAHL email account. This involves responding/forwarding any relevant emails from outside parties and cleaning out all spam.
6. Prepares evaluation forms in advance of each AAHL event and tabulates the evaluations afterwards.
7. Updates the website with new membership forms, event notices, and appropriate announcements from the Executive. Assists Past President by preparing an archive of the website and any significant announcements that will be part of the archival package donated to the PAA.
8. Creates online registration forms for events and posts registration links to the website.
9. Holds alternate signing authority of the Association together with the Treasurer and President.
10. Records minutes of all Executive Committee, Annual, and Special meetings of the Association.
11. Provides copies of Minutes to members of the Executive.
12. Prepares an updated contact list of Executive Committee members and makes it available to all members of the Executive.
13. Is responsible for the custody of current Minutes of the Association.
14. Handles correspondence as the President or Executive Committee may direct.
15. Prepares and distributes announcements for programmes electronically with a reasonable amount of advance notice before the event.
16. Advertises electronically using the AAHL Google Group and other listservs as appropriate (e.g. NEOS-I; Jerome-I, etc.)

The Past-President

1. The Past-President gives continuity to the activities of the Executive and the Association by acting as advisor on procedures and projects based on previous experience.
2. Is an *ex officio* member of all committees of the Association.
3. Is responsible for the following Association responsibilities:
 - a. Establishing the Nominating Committee for incoming Executive which is to be struck at least six calendar weeks before the Annual General Meeting and appoints two committee members from the Executive or the members at large.
 - b. Chairing the Nominating Committee for the incoming Executive.
 - c. Coordinating the Executive elections for the Annual General Meeting.
 - d. Coordinating the archival activities (see [Archives](#) section for further details).
 - i. Works with the Vice President to collect significant correspondence, such as award announcements and event publicity, for archival purposes.
 - ii. Oversees the storage of records of the Association for the past two years and the preparation of archival records for the PAA. At the end of each year, reviews, with the President, any archival records older than three years in order to prepare for donation to the Provincial Archives of Alberta.
 - iii. Collects, for archival purposes, copies of any workshop materials and presentations created by the AAHL Executive. Handouts created or owned by the presenter or guest speaker(s) do not need to be collected and archived.
4. Upon assuming the position of Past-President, gathers and provides the incoming President Executive files for reference and future archiving.

The Treasurer

1. Arranges for banking facilities and manages all online banking accounts.
2. Holds alternate signing authority along with the President and Vice-President.
3. Pays all bills and receives all revenue, providing receipts for financial transactions, including membership fees.
4. Keeps detailed and organized financial records for each and every transaction.
5. Assists Past President by preparing financial records that will be part of the archival package donated to the PAA.
6. Provides a financial report at each Executive meeting, including encumbered funds and event/programme expenditures.
7. Assists Executive members with financial details regarding AAHL functions.
8. Is able to give a full picture of the financial health of the Association at all times (that is, debits, credits and balances).
9. Prepares and presents at the AGM a financial statement for the past year. Arranges the review of the financial documents for the past year to ensure correctness and transparency.

Membership

1. Maintains a current membership list.
2. Creates and makes available membership applications on paper, through listservs / email distribution, and on the AAHL website.
3. Coordinates the annual membership drive to renew existing memberships and to secure new memberships. Membership forms are distributed at the AGM, if hosted in-person, and a notice is posted on the AAHL listserv after the AGM, with additional reminders throughout the year.
4. Provides a membership report at each Executive meeting and Annual General Meeting. Includes demographics as appropriate.
5. Maintains a Membership Directory. One copy is given to the Past-President to be included in the AAHL records at the Provincial Archives.
6. Maintains a list of past Executive members. Assists Past President by preparing past membership lists, with contact and employment information removed, to be part of the archival package donated to the PAA.
7. A prorated fee of 50% of the annual fee will be an option to anyone purchasing a membership between the 6 month mark of the year. The Executive may also choose to offer additional discounted rates based on yearly circumstances, such as in 2020-2021 where a \$5 fee was offered to those underemployed or unemployed. These types of discounts should be dependent on the financial health of the association (i.e. an excessive surplus of funds).

The Student Representatives (non-Executive position)

1. Responsible for attending AAHL executive meetings.
2. Responsible for communicating AAHL events and news to students at the School Library and Information Studies at the University of Alberta and Library and Information Technology Students at MacEwan University.
3. May contribute to an ongoing or new project (e.g. improve communication with membership).
4. In good standing of AAHL. Membership in CHLA will not be required, but will be strongly recommended. The positions will be open to either entering or continuing students in their degree program at the School of Library and Information Studies, University of Alberta, Library and Information Technology at MacEwan University, or Library Information Technology at SAIT Polytechnic. The term of office will be up to 2 years. A nomination and election process will apply. Nominations will be sought via the SLIS student listserv and through communication with MacEwan University Library Technician Program and SAIT Polytechnic Library Technician Programs. In 2019 the contact person for MacEwan is Lisa Shamchuck. This communication will be sent during the first few weeks of September, and interested candidates should make a strong effort to attend the AGM when elections for the position will take place. If more than one individual is interested, students will submit a paragraph outlining their interests in the position to the AAHL Executive and the Executive members will vote for the student representative. If there are no interested individuals at the time of the AGM, another call for nominations will be made. Should there continue to be a lack of interest, the position may remain vacant for that year. There can be up to three student representatives each year. Ideally, one will be from the School of Library and Information Studies, one will be from the Library and Information Technology Program at MacEwan University, and one will be from the Library Information Technology Program at SAIT.
5. Eligible to receive awards, bursaries or scholarships from AAHL, and will be able to attend all AAHL-sponsored events free of charge except for the AAHL Holiday luncheon.

Members at Large (non-Executive position)

1. If all members of the AAHL Executive reside/work in the same geographical region, the Executive will put out a call for members at large from the unrepresented regions.
2. The work of such members at large may include working with the executive to organize local in-person social gatherings in their area, member recruitment, and promotion of AAHL events.
3. Members at large are responsible for attending AAHL executive meetings. Membership in CHLA is not required for this role.

Nominating Committee

1. This Committee is chaired by the Past-President and includes two other AAHL members. The Committee must be formed at least six weeks before the date of the Annual General Meeting.
2. The Chair should have a current membership list with notations of those members that have expressed interest in serving on the Executive, copies of the Bylaws and the Handbook, as well as materials used by past Nominating Committees.
3. Procedures are outlined in the Bylaws under "Term of Office." The Committee should attempt to seek nominations from each sector of the health libraries field.
4. The Committee is responsible for ensuring the online election (if necessary) is set up two weeks before the AGM and voting is open for at least one week. Online voting can be created via Survey Monkey. It should be set up so that each member receives a ballot via their email address (one ballot per member via one email address). Notification of the election should be established prior to sending out emails so that members are aware of the upcoming election and can set up their email so emails being sent from Survey Monkey do not end up in Spam folders.

Archives

1. AAHL's records consist primarily of electronic documents and includes publications, financial records, photos and other items which document the activities of the Association. Paper records may also be retained if deemed necessary or not available in an electronic format (electronic is preferred). Association records will be stored on the AAHL Google Drive or in the designated filing cabinet within the John W. Scott Library if printed. Archivable electronic records to be transferred to the PAA will be stored on a USB key that is the responsibility of the Past-President
2. AAHL's Executive members and working group chairs shall keep AAHL records in an appropriately organized manner. Suggested categories for arrangement include minutes, correspondence, membership lists, financials, and miscellaneous.
3. AAHL's Executive members and working group chairs shall retain records for as long as they are necessary for active reference purposes within the AAHL Google Drive, and within the designated filing cabinet if paper copies are made. As per regular accounting procedures, financial records shall be retained for the current year plus seven years prior.
4. AAHL's Executive members and working group chairs shall submit records that are (1) no longer considered active and (2) may be worthy of archiving to the Past-President prior to the AGM which marks a new association year (date determined according to the events/actions calendar). It is recommended that members having doubts about the long term archival value of the records in their care should submit ALL records, allowing the Provincial Archives of Alberta (PAA) to make the final decision regarding selection for retention. Any material donated to the PAA will be appraised by an Archivist, and any non-archival material will be weeded out and either returned or destroyed, based on our specified preference.
5. In addition to any other records that may be considered for archiving, the Past-President shall archive the following:
 - a. Copies of the agendas and minutes (including reports) for Executive meetings held in the previous year;
 - b. Copies of all AAHL event advertisements, associated handouts, and evaluation summaries (if available);
 - c. The program, planning documents, and any other records from the annual TRENDS mini-conference of the previous year if the mini-conference is held within the association year; and
 - d. Any labeled photographs of AAHL members and events from the previous year, if taken. It is not required for photos to be taken of AAHL events.
 - i. Digital photographs will be stored in the AAHL Google Drive. Information about the photo (photographer, subject, date, location) will be embedded within the photo.
 - ii. All digital photographs will be given a Creative Commons Attribution-Non Commercial-No Derivative Works 2.5 Canada License.
 - iii. Print photographs will also be given a creative commons license. Photographs can be marked with the following statement such as "This work is licensed under the Creative Commons Attribution-NonCommercial-No Derivative Works 2.5 Canada License." To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-nd/2.5/ca/legalcode.en>.

- e. If there is changeover in the Past-President position, the outgoing Past-President will prepare or assist in preparing the archival package and work collaboratively with the new Past-President to ensure procedures are followed.
- 6. The PAA will accept records older than three years. In preparing the archival package, the Executive shall consider donation to the PAA of the records assembled up to three years prior. Issues such as transferring Copyright to the PAA should be considered at this time. AAHL will normally transfer Copyright on items created by the association to facilitate their use by researchers. Any donation of AAHL records to the PAA shall be approved by a motion of the AAHL Executive.
- 7. Following any motion to donate AAHL records to the PAA, the Past-President shall arrange for the transfer of those records.
- 8. The PAA will allow access to AAHL records during normal business hours of the PAA, or by appointment. If loaning of materials is necessary, contact the Team Leader of Private Records (as of November 2009, Tom Anderson at 780-415-0700) or the general information desk at 780-427-1750.
- 9. Donated material can be in print or electronic form and may include:
 - a. Executive meeting agendas and minutes
 - b. Event advertising
 - c. Programme reports
 - d. Status reports on memberships, finances, and strategic planning
 - e. Annual General Meeting notice, nomination slate, biographies, agenda, minutes, financial statements and President's report
 - f. Working group minutes and other documentation

Continuing Education Award

Terms of Reference

The award was established at the 2009 NAHLA AGM to enhance access to professional development opportunities for NAHLA members. It consisted of at least \$200 to be used in the fiscal year in which the award has been granted. The funds can be put towards any type of continuing education activity that will enhance the recipient's skills as a health information professional (e.g., webinar, workshop, conference, etc.). The award funds may be put towards any expenditure associated with the activity, such as registration fees, course materials, and travel.

The award will be honoured by the AAHL moving forward. The Executive is responsible for reviewing all applications and awarding the grant at its discretion on behalf of the membership.

This award is based on reimbursement. The award winner must attend or participate in the applied for CE opportunity prior to the funds being issued. It is required that receipts or proof of expenditure(s) for the activity be submitted to the AAHL Executive within 30 days of the CE program or activity being completed. A cheque will then be issued to the award recipient.

Eligibility Criteria

- Applicants must be regular or student members of AAHL in good standing.
- Members of the AAHL Executive are not eligible for this grant, with the exception of the student members who can apply for the CE Award.
- Applicants must not have received the award the previous year.
- The requested amount needs to be spent within the financial year that it is granted (by September 30 of that year).

Procedures for Application

Application procedure to be reviewed and finalized during 2025 membership year.

Examples of [correspondence](#) and the [letter of award](#) that can be sent to successful and [unsuccessful](#) candidates are available in the NAHLA Google Drive folder.

Other Requirements

Within one month (30 days) of completion of the approved continuing education activity, the successful applicant must provide:

- Receipts for expenses related to the activity (e.g., registration fees, workshop materials, etc.) to the AAHL Treasurer.

- A brief report to the AAHL Executive about the CE activity and its benefit to you within one month (30 days) of the activity being completed. The report will be published on the AAHL website.

If the activity is canceled, the award winner may apply the funds towards another CE program. In the event that the award winner cannot attend the CE program or find a suitable alternative to the canceled event, the award will not be issued for that year.

If no applications are received despite best efforts to advertise, then the award will not be issued in that association year.

Appendices

Appendix A: Annual General Meeting Checklist

Six weeks in Advance

- Date chosen
- Treasurer should ensure all outstanding bills are paid and ask for all outstanding cheques to be cashed

21 Days in Advance

- AGM Notice (must be early enough to provide 2 weeks notice):
- Announcement of AGM
- Link to join virtually distributed
- Notice of Bylaw changes sent out
- Electronic voting opened
- Website updated with AGM details
- Reports written:
 - President
 - Treasurer Includes Membership information
 - Nominating Committee

Before AGM

- Agenda prepared. It should include:
 - President's Report (may incorporate other reports)
 - Treasurer's Report (as above)
 - Announcements (award presentations, Holiday luncheon, workshops, and upcoming events)
 - Other Business
- Materials to send out electronically and posted on AAHL website for AGM:
 - President's Report
 - Treasurer's Report
 - Agenda
 - Minutes from last year's AGM

At AGM

- Current membership list.

Appendix B: Event Checklist

Planning

1. At a minimum of one to two months before the planned event, begin preliminary planning, brainstorming on potential date, location, speakers, theme, etc.
2. Contact possible speakers
3. Confirm speakers, date, and location
4. Request brief biographical details, and short description of the session, for the AAHL website
5. Contact sponsors, if appropriate
6. Allocate tasks to the executive
7. Recruit MC for the event
8. Post preliminary notice on the website and send out save the date via Northern Alberta Health Libraries google group.
9. Create a registration form.
10. Market event through appropriate channels.
11. Create timeline for day of event
12. Decide who will do the Land Acknowledgement Statement. It can be done by the MC or by a volunteer from the AAHL membership.

Sponsors

- Items potentially provided by sponsorship could include: venue, catering, and/or door prizes.
- Ask sponsors for their logo that can be used in marketing the event.
- Ensure that sponsors are acknowledged during the event, in advertising, and with a follow up email or card after the event.

Speakers

- Assign AAHL executive member(s) to be the point person with speaker(s)
- Confirm availability well ahead of conference date, amount of fee or honorarium may be negotiated but not required. Honorarium amount must be discussed by the AAHL executive members and voted on.
- If appropriate, purchase small gift for each speaker (e.g. Callebaut chocolates) only if s/he does not require a fee or honorarium
- AAHL President to prepare personalized thank you cards for each speaker with enclosed payment/honorarium (if needed) (Samples in [Appendix C.](#))

Evaluations

- AAHL vice-President to prepare evaluations for events. Evaluations can be emailed to attendees during/following events.

In Person Events

Venue

- Easy access to LRT
- Central location (downtown or University of Alberta) is preferred by members.
- Enough seating for maximum number of expected participants (for Leading Edge Events this is usually around 20 people).
- AV setup, space for screen, projector, etc.
- Space for food and beverage if being served.
- Preferably a freely available venue.

Food and Beverage

- Determine if food or beverages should be provided at the event
- Assign AAHL executive member to be the point person for the caterer
- Make beverages available throughout the event
- Determine menu. Having fruit/vegetables alongside high carbohydrate/fatty items is appreciated.
- If a meal is being served, ensure registration form asks about food allergies, restrictions, or preferences and that caterer is provided with this information.
- In 2019, NAHLA Executive voted not to serve bottled water due to concerns about plastic pollution. Ensure that attendees are made aware of locations of water fountains and that they have received instructions to bring a refillable water container. One exception to this may be invited speakers.

Speakers

- Confirm technical requirements (laptop, projector, internet access, overhead projector, lectern, microphone etc)
- If needed, there is a microphone at the Scott Library in the storage space on the middle level.
- Provide each speaker with full details of location, time, access, parking etc, set up of the room, expected attendance, who the audience is, and a cell phone number to call in case they are detained.
- Confirm arrival time
- Ensure that point person greets the speaker and help them to set up for their presentation
- Ensure that speakers receive the thank you card and honorarium at the event.

Introducers

- Ensure the Introducer receives the speaker's/speakers' biographical information prior to the date of the event.
- Inform the speaker that they will receive notification when there is 5 minutes of time left for their presentation.
- Indicate 5 minute time, if necessary.
- Thank the speaker, ask if audience has questions, ensure question period winds up on time, thank the speaker again and present envelope with honorarium or gift
- It is useful to have a question prepared that one of the Executive, or another attendee, can ask it if there are none forthcoming from the audience

Signage

- Ensure appropriate signage is posted so attendees can find the room.
- If possible, create signage about washroom and water fountain locations. The MC can also provide this information verbally as well.

Room set-up

- At least one executive member should be on site 1 hour ahead of the event.

- All chairs should be facing the speakers.
- Table at the door for registration and fee payment if necessary.
- Setup lectern, projector, screen, microphone etc.
- Ensure coat rack or hooks are available.
- Set up space for food and beverages if being served
- Adjust lighting to be lower above the screen where slides projected
- Monitor room temperature and identify key facility contact to adjust temperature if necessary.

Finances

The AAHL Treasurer will:

- Bring cheques for speaker honorariums (if needed)
- Bring cheques for caterer and any other necessary expenses
- Bring change (\$5 and \$10 bills) for registration fees paid in cash
- Prepare registration receipts ahead of time
- Collect all invoices and note the member's name for payment.
- Reimburse speakers (and AAHL executive, if necessary) for parking.

Online Events

Online Platform Selection & Requirements

- Zoom Account licensed by CHLA / ABSC
 - Contact CHLA / ABSC Secretary to confirm availability in the calendar, provide Zoom login information, adjust settings, set up event recording.
 - Settings: have event set to record and open 15 minutes early
 - Request scheduling of test-run of event with presenters
 - Request host control over participant mics; mics off at entrance
- Free Account, such as WebEX, Considerations
 - Maximum number of participants
 - Time limitations
 - Tool availability (screen sharing, polling, recording, etc.)

Hosts

- Schedule test-run with presenters (audio, screen sharing, polling, breakout rooms, etc.)
- Ensure control over participant mics; mics off at entrance
- Determine who will moderate questions in chat
- Determine who will provide Land Acknowledgement

Presenters

- Schedule test-run to confirm technical / platform requirements (audio, screen sharing, polling, breakout rooms, etc.)
- Provide full details of time, early access, tool availability, expected attendance, who the audience is, and contact number to call in case of last minute changes.
- Confirm start time
- Ensure that presenters receive thank you cards and honorarium after the event.

Introducers

- Ensure the Introducer receives the presenter's biographical information prior to the date of the event.
- If Introducer is giving Land Acknowledgment ensure they have link to template and text for basic AAHL Land Acknowledgment; also encourage to provide personalized Land Acknowledgment
- Inform the presenter that they will receive notification when there is 5 minutes of time left for their presentation, if necessary.
- Indicate 5 minute time, if necessary.
- Thank the presenter, ask if the audience has questions, to either ask in chat or indicate they have a question before turning on the mic.
- Moderate questions, ensure mics are turned on / off.
- Ensure question period winds up on time, thank the presenters again and indicate that they have or will be presented with an honorarium or gift
- It is useful to have a question prepared that one of the Executive, or another attendee, can ask it if there are none forthcoming from the audience

Finances

The AAHL Treasurer will:

- Prepare cheque(s) for presenter honorarium(s) (if needed), and provide to hosts for sending to presenter(s) with Thank You card.
- If registration fee is applied, ensure this is set up via PayPal.

Appendix C: Sample Thank You Letters or Cards

Thank You Letter Sample #1

April 21, 2006

Dear Dr. Clark,

On behalf of the Northern Alberta Health Libraries Association, I would like to thank you very much for taking the time from your busy schedule to join us for our annual TRENDS Mini-Conference. We truly appreciate you sharing your expertise and knowledge in your presentation *The Contribution of Qualitative Research to Health Care: What, Why and How....* Your insights on qualitative research methods will add to our toolbox of health information skills.

Thank you again.

Sincerely,
Liza Chan
NAHLA President, 2005-2006

Thank You Letter Sample #2

April 21, 2006

Dear Janice,

On behalf of the Northern Alberta Health Libraries Association, I would like to thank you very much for taking the time from your busy schedule to join us here in Edmonton for our annual TRENDS Mini-Conference. We truly appreciate you sharing your expertise and knowledge regarding the challenge of locating credible electronic health information for the Canadian aboriginal population. Your insights will enable us all to return to work with confidence to serve our organization's aboriginal health information needs.

Thank you again.

Sincerely,
Liza Chan
NAHLA President, 2005-2006

Appendix C: AAHL Membership Form

Form

- Form hosted on Google Forms.
- Link: <https://forms.gle/DXQkN6UM9XjFfWgZ6>

Questions

1. First and last name
2. Preferred name
3. Pronouns
4. Membership type
 - a. New membership
 - b. Renewal
5. Job title or status (student, unemployed individual, retired professional)
6. Organization, employer, or academic institution
7. Email address
8. Can we add your email to the AAHL Google Group?
9. Are you a member of CHLA (Canadian Health Libraries Association)?
10. Are you interested in serving on future AAHL executive committees?
11. What topics or suggestions do you have for future AAHL sessions?
12. Membership fees?
 - a. Initial membership application for **retired** status must include the name of a current AAHL member who can verify that the applicant has retired. Please provide the AAHL member's name in the **other** section.
 - i. Regular (\$30.00)
 - ii. Student (\$5.00)
 - iii. Unemployed (\$5.00)
 - iv. Retired (\$15.00)
 - v. Other:
13. Method of payment
 - a. E-transfer (preferred, please send transfer to exec.aahl@gmail.com)
 - b. Cheque (please make cheques payable to Association of Alberta Health Libraries)

Appendix D: AAHL Signing Authority Change



J. W. Scott Health Sciences Library
University of Alberta
2K3.28 WMC
Edmonton, Alberta
Canada T6G 2R7

October 11, 2006

CIBC
College Plaza
8207-112 Street,
Edmonton, AB
T6G 2L9

Dear CIBC College Plaza Branch Staff,

Subject: Signing Authority Change

This is to advise you that effective September 26, 2006, **Elizabeth (Liz) Dennett**, succeeding Liza Chan (myself), becomes the President of the Association of Alberta Health Libraries (AAHL), and **Linda Seale** remains as the Treasurer of AAHL.

Liz and Linda would assume signing authority of the Association's bank account (#46-13430). Enclosed is a copy of AAHL's Annual General Meeting minutes for your records. Please assist Liz and Linda with the necessary procedures to proceed with this transition.

Thank you.

Best regards,

Liza Chan
Past-President
Association of Alberta Health Libraries

Linda Seale
Treasurer
Association of Alberta Health Libraries

Enclosure (1)

cc: AAHL file