Purpose:
The role of this committee is to recruit new members and maintain relationships between SCMLA and its members. Additionally, the Membership Committee serves as an information source regarding the Medical Library Association (MLA) and membership-related issues.

Committee Members:

- This committee consists of the Chair plus members from each state and territory in the Chapter. In some cases, the Chair may also be the state member.
- All committee members, including the Chair, serve three-year terms, using a staggered rotation schedule.
- The Chair of the SC/MLA Membership Committee serves as liaison to the MLA Membership Committee.

General Membership Information:
Membership is offered to any individual interested in health sciences librarianship. (Membership in MLA and SC/MLA are separate memberships).

- The term of membership is January 1st to December 31st.
- The cost of membership is $30.00 per calendar year, January-December. Dues paid at any time during the calendar year cover membership for the remainder of that calendar year.
- Student membership (for students enrolled in ALA-accredited school) is free for two calendar years, January-December.
- Honorary Membership dues are waived.
- Retiree Membership dues are waived.

Stated Purpose of SC/MLA
The purpose of this Chapter shall be to

- Promote activity and interest in the Medical Library Association
- To unite all those engaged or interested in health science library and information activities
- To serve as a means by which Chapter concerns are represented nationally
- To promote the cause of health science librarians and libraries
● To improve cooperation, communications, and exchange of information and resources among the members
● To provide opportunities for continuing education of health sciences librarians
● To support and encourage group activities for mutual benefit, enjoyment, and education.

Chapter Member Benefits and Services

● Professional growth and development through:
  ○ Continuing education opportunities
  ○ Programs and networking opportunities offered at the Annual Meeting
  ○ Exchange of ideas and information through the chapter newsletter, Southern Expressions, and the SoChap-L listserv for Chapter members
● Access to the online membership list and other members-only content on the Southern Chapter web site
● Opportunity to serve as an officer or committee member
● Eligibility to receive Chapter awards
● Communication between Southern Chapter members and the Medical Library Association
● Eligibility to receive Honorary Membership status as a retiring Southern Chapter member who has served the Chapter and the profession of health sciences librarianship in an exemplary manner

Membership Committee Duties and Responsibilities:

The Membership Committee is a standing committee of the SCMLA, the By-Laws describe the function of standing committees as follows (Bylaws: https://southernchaptermla.wildapricot.org/resources/Bylaws/SCMLA_Bylaws_Oct_2019.pdf):

ARTICLE VII: Committees

Section 1. Standing Committees

A. The Executive Board shall establish standing committees to consider matters of the Chapter that require continuity of attention by the members. The Executive Board shall recommend the name and size of each committee.

B. All voting Chapter members may serve on committees. The Chair, in consultation with the Executive Board, shall designate and announce committee chairs in advance of the beginning of his or her term of office and when these appointments shall take effect.
Membership terms shall be staggered to assure continuity within each Committee, with no member generally serving longer than three years on any one committee. The Chair shall have the discretion to terminate appointments. The Chair, Chair-Elect/Program Chair and the Program Chair-Elect shall not serve on or appoint members to the Nominating Committee.

Section 3. Duties

The Executive Board shall define the charge of each committee, and shall delegate such powers and functions to them as is necessary for the conduct of their business. Each committee shall establish the mechanism for executing its charge. Each committee shall be responsible to the Executive Board, through its chair.

Section 4: Committee Chairs

Chairs of committees shall be Voting Members of the Medical Library Association. Each committee chair has the responsibility for appointing members to his/her committee in accordance with prescribed guidelines and with the approval of the Chair.

Section 5: Committee Reports

Each committee shall submit a written report of its activities to the Executive Board, either annually at the end of its tenure, or at the conclusion of its task, prior to the compilation of the Annual Chapter Report for submission to MLA.

More Detail on Committee Activities:

The majority of the Membership Committee members’ work is stewardship of the members in their state or territory. This stewardship is done through contacting new members to welcome them to the chapter and by following up with those members who do not renew in a timely fashion. Committee members also work to recruit new members as new librarians enter the field in their state and through fostering relationships with students in ALA accredited graduate programs in Information Science.

The committee chair works closely with both the membership committee members to retain members and encourage membership renewal. Since SCMLA is based on a calendar year (January 1-December 31), members are considered delinquent if they have not renewed by April 30th and are removed from SOCHAP-L listserv in June by the Listserv Moderator.
Throughout the year, the Membership Committee Chair sends updated membership lists to the Membership Committee state representatives who send email messages to welcome new members or thank renewing members.

In March of each year, the Membership Committee Chair divides the list of non-renewed members by state and distributes each state’s list to the appropriate committee member. The committee members then contact the non-renewed members no later than April 1st to provide encouragement to them to renew. If it is found that a member will not be renewing, the committee member informs the Chair, who then updates the member record in the membership database.

**New Member/Student Reception**

In July, the Membership Chair will work with the Program Chair and Local Arrangements to discuss the New Member/Student/First-Time Attendee Reception that will be held during the Southern Chapter annual meeting (usually held in October or November).

Membership Committee Chair duties for the reception include:

- Plan the menu for the reception and send it to the Program Chair for review.
- Invite new and student members and first-time attendees to the reception.
- Invite current Executive Board members and previous Chapter Chairs to the reception.
- Invite the current MLA President and/or MLA Board representative.
- The members of the Membership Committee are encouraged to attend as well as the Chair of the Committee.
- Sends list of new members to Local Arrangements Committee.
- The Local Arrangements committee ensures that a ticket for the reception is included in each invited member’s packet.

During the reception, allow time for the MLA President or Board representative and/or MLA Executive Director or designee to share information about joining MLA. This also allows the Executive Board, previous Chapter Chair and Membership Committee members to share information about being a member of Southern Chapter and/or MLA.

**Duties of the Membership Chair**

The Membership Directory is available online on the SC/MLA’s Wild Apricot website. The web address is: [https://southernchaptermla.wildapricot.org/](https://southernchaptermla.wildapricot.org/). The directory is available to current members after logging in. The SC/MLA website allows for the
members to remit dues to obtain or renew memberships. The database generates dues invoices and also allows for new members to join. The Membership Chair notifies the SoChap list moderator of new and lapsed members.

Membership renewal reminders for current members who paid by credit card are distributed automatically through the system in early December. This also includes those members from the previous year that do not renew their membership for the current year. Honorary members receive a renewal to update contact information, dues are waived. A Student membership expires at the conclusion of their second year. A membership renewal notice is distributed to encourage full membership into the Chapter. Representatives on the Membership Committee send further reminders and thank you emails for renewing to those members in their state/territory.

In November, the Membership Chair retrieves a list from the database of the Chapter’s current student members. The Chair shares with the students’ respective state representatives and the representatives contact each student to verify that they are still enrolled in school. If they are not in school anymore then the Chair contacts the SoChap list moderator and informs them of lapsed members to be removed from the email list.

**Reports**

The Chair is required to provide Annual Reports to the Executive Committee, usually in September/October prior to the Annual Meeting. In addition, the membership committee report is required to be included in the annual Chapter Report to MLA prior to each Spring MLA Annual Meeting. Southern Chapter mid-year report is requested by the Southern Chapter Chair in July.

**Transition of Membership Committee Chair and Members**

Chair - At the end of each three-year appointment, a new membership committee Chair is appointed by the incoming chapter Chair.

Committee Members - The committee Chair selects the committee members from a list generated by the membership database. The list reflects members who have chosen membership as one of the committees on which he or she would like to serve. The selection is pending the approval of the SC/MLA Chair.