



# Ontario Health Libraries Association

## EXECUTIVE MANUAL

Updated March 2015

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## 1. STRUCTURE AND FUNCTION OF THE EXECUTIVE COMMITTEE

The OHLA Executive Committee (EC) is comprised of nine officers. Five officers are elected by the membership:

- 1) President-Elect
- 2) President
- 3) Past-President
- 4) Secretary
- 5) Treasurer

Five officers are appointed by the EC:

- 1) Conference Planner
- 2) Assistant Conference Planner
- 3) Webmaster
- 4) E-License Coordinator
- 5) Continuing Education Coordinator

Together, these ten EC officers are the strategic and operational leaders of the Association. (Note: the manner of election or appointment, terms of office, manner of decision-making, formal responsibilities, etc. of EC officers are dealt with in the OHLA Constitution).

The EC functions to determine the mission of the Association, to develop strategies that support that mission, to develop the specific goals and objectives that will address those strategies, and to plan and carry out programs and activities that will meet the stated goals. To be effective, the EC should:

- identify the needs of Association members,
- understand the contemporary issues affecting the profession
- communicate at least monthly with each other and at least quarterly with the membership

All EC officers are volunteers, representing the Association, and acting on behalf of the membership.

The mission, strategies, goals, and programs of the Association are embodied in, and governed by, core documents created and maintained by the Executive Committee. These documents and the specific activities to be performed by the Executive Committee are as follows:

### 1.1 Constitution & Bylaws

EC Determines: | the mission of the Association and formal rules that govern its operations

EC Reviews:	the <i>Constitution</i> periodically (i.e., on an as-needed basis)
EC Revises:	the <i>Constitution</i> as needed and revisions must be ratified by the membership

## 1.2 Strategic Plan

EC Determines:	the values that the Association holds and the strategies that will embody those values and enable the creation of programs that will meet the needs of the membership
EC Reviews:	the <i>Strategic Plan</i> every three years
EC Revises:	the <i>Strategic Plan</i> annually and revisions must be ratified by the membership

## 1.3 Goals

EC Determines:	the specific activities that it will undertake to meet the needs of the membership, and that will support the strategies of the Association
EC Reviews:	sets its Goals annually and develops action plans for achieving the goals

## 1.4 Affiliations

The features and requirements of current alliances are detailed in section 8 of this manual.

## 1.5 The Executive Committee:

- manages and maintains the strategic relationships of the Association
- identifies new alliances that will benefit members
- negotiates mutually beneficial terms of reference

## 1.6 Executive Manual

EC Determines:	<ol style="list-style-type: none"> <li>1. The policies and procedures by which the EC will operate</li> <li>2. The specific responsibilities of its officers</li> <li>3. The guidelines to EC for undertaking specific sets of activities</li> </ol>
EC Reviews:	the Executive Manual annually
EC Revises:	the <i>Executive Manual</i> as needed and revisions do not need to be

| ratified by the membership

## 2. DUTIES OF EXECUTIVE OFFICERS

The following duties are common to all EC officers. EC Officers shall:

- attend EC meetings, or submit reports when unable to attend
- communicate at least monthly with each other, and at least quarterly with the membership
- brief her/his successor, mentor during the transition, and transfer working papers to them
- at the end of their term, transfer archival records to the Secretary

### 2.1 President

The President operates as the Chief Executive Officer of the Association. The President shall:

Promote OHLA by:

- representing the Association in all public and official functions, and delegate representative functions to the President-Elect or other EC Committee members if unable to attend
- co-ordinating the activities of the EC and of the Association
- responding to the expressed needs of OHLA Members
- leading communication processes within the EC, with the Association Membership, and with external groups and individuals
- ensuring that regular (i.e., at least monthly with the EC, and at least quarterly, with the Membership) takes place within the EC and the Membership
- liaising with all groups with which the OHLA affiliates
- presenting the OHLA awards to recipients at the AGM

Manage the Business of the Association at Meetings by:

- soliciting agenda items from EC officers in advance of EC meetings, and prepare agendas for EC meetings, and distribute one week in advance of the meeting
- chairing all meetings of the Association and of its Executive
- soliciting agenda items from Association members in advance of the annual general meeting (AGM), and prepare agendas for the AGM
- mentoring the President-Elect
- inviting the CHLA/ABSC President to attend EC meetings and the OHLA AGM
- authorizing payment of expense reports
- performing other duties as necessary for the running of the Association

Report the Business of the Association by:

- preparing the President's report for the AGM
- submitting an annual report to the President of the CHLA/ABSC on the Association's activities

## **2.2 President-Elect:**

The President-Elect has specific responsibilities that further the work of the Association, and prepares them for their term as President. The President-Elect shall:

Promote OHLA by:

- assisting the Treasurer in promotion and recruitment of new members in the annual membership drive
- leading the advocacy program of the Association

Manage the Business of the Association at Meetings by:

- assisting the President or other EC officers in the performance of their duties
- acting in the absence of the President
- familiarizing themselves with the current and past work of the Association in preparation for their term as President
- leading the review of the Association's core documents and recommending revisions to the EC
- leading special projects, as assigned by the EC, if workload permits

Report the Business of the Association by:

- addressing the membership at the AGM at the beginning of their term
- reporting to the membership at the AGM at the end of their term, on their activities as President-Elect and on their upcoming term as President

## **2.3 Past-President**

The Past-President has specific responsibilities that provide continuity for the EC between past and current EC decisions. The Past-President shall:

Promote OHLA by:

- mentoring the President and the President-Elect
- leading the nomination and election process
  - determining the offices coming vacant
  - soliciting nominations from the membership
  - communicating personally with nominees and candidates
  - complying with elections processes as detailed in the Constitution & Bylaws

- reporting to the membership on the results on the OHLA website and Listserv and at the AGM
- leading the Awards process
  - reviewing the documented descriptions of each award
  - recommending changes to the EC
  - soliciting nominees from other EC officers and from the membership
  - communicating personally with nominators and nominees
  - facilitating adjudication by the EC
  - acquiring the award gifts (Note: the President presents the awards at the AGM)

Manage the Business of the Association by:

- acting as the Association Archivist
- working with the Secretary to manage the Association records and archival materials
- reviewing and amending the archival guidelines (see section 4, below) as required
- coordinating the annual transfer and disposition of records

Report the Business of the Association by:

- reporting to the membership at the AGM at the end of their term on their activities
- leading special projects, as assigned by the EC, if workload permits

## **2.4 Secretary**

The Secretary records minutes at all Association meetings, and has responsibilities related to distribution of information and documentation for meetings. As the recorder, and the keeper of the Association record, the Secretary provides continuity for EC officers between past decisions and current work, and assists the Past-President in their role as Association Archivist. The Secretary shall:

Manage the Business of the Association by:

- attending EC meetings and record minutes
- distributing minutes of EC meetings for approval to all EC officers two weeks before the next meeting
- attending the AGM and record minutes
- distributing minutes of the AGM for approval to the membership
- retaining copies of approved minutes in electronic and print formats for archival purposes in a centralized electronic location
- keeping a record in minutes of all proceedings of the Association, and have custody of all archival copies of books, records and other papers of the Association
- maintaining a list of the recipients of the Association awards
- working with the Past President to coordinate the transfer of archival documents

- from EC officers to the Secretary, and to the archives
- following each EC meeting, send to the President of the OLA the minutes of the EC meeting
- following the OHLA AGM, send to the President of the CHLA/ABSC and the President of the OLA the minutes of the AGM, the names of its current EC officers, as well as any newly revised editions of the Constitution & Bylaws, and Strategic Plan

## **2.5 Treasurer**

The Treasurer is responsible for management of all financial transactions, maintaining financial records and for monitoring the financial health of the Association. Membership fees are the main source of revenue for the Association, so the Treasurer is also responsible for coordinating many aspects of memberships.

It is also the mandate of the acting Treasurer to retain, house and protect all OHLA financial records, both physical and digital, which fall under the portfolio of this executive position. Following the Ontario Hospital Association's Records Retention Toolkit recommendations of 2013, OHLA books of account (i.e. General Ledgers or other Books of Final Entry) are to be retained indefinitely and all other financial records are to be retained for a period of seven (7) years. Upon expiration, the latter are then to be securely destroyed by the acting Treasurer at the beginning of the following year (e.g. records from 2006 should be destroyed by January 10, 2014). The acting Treasurer, upon completion of their term in office, is to transfer all records to the succeeding Treasurer. The Treasurer shall:

Promote OHLA by:

- communicating with OLA Manager Member Services, updating the OLA webmaster with OHLA member's email addresses in order to maintain the OHLA listserv and troubleshooting listserv issues as necessary
- contacting members via email at membership renewal time, and with the help of the President- Elect, conduct an annual membership drive in the fall of each year
- membership renewal/invite email to include benefits of joint membership options, OLA membership for joint members is February 1 – January 31st of each year
- maintaining an annual register or directory of the members of the Association., Excel file preset to include contact information, email, telephone, institution, mailing address
- publishing and distributing the Membership Directory annually before January 15<sup>th</sup> of the following year

Manage the Business of the Association by:

- keeping a full, correct and clear record of the financial transactions of the Association
- collecting monies due to the Association and any Affiliated Associations, and keep

- on deposit the funds and securities of the Association
- collecting joint memberships (OHLA/OLA), and forward membership lists and monies owing to the OLA Manager Member Services by January 15<sup>th</sup> of following year
- conducting all banking transactions
- issuing cheques (Note: expense reports or invoices must be authorized by the President or their representative before cheques can be issued)
- sending receipts for all membership fees upon request- attach welcome letter from President and cc Webmaster to ensure OHLA listserv is up-to-date

Report the Business of the Association by:

- preparing a financial report for each EC meeting
- preparing an annual financial statement and submit it to the EC for presentation at the AGM
- arranging for the appointment of an outside review of the financial books of the Association at the end of the term, and presenting the findings and recommendations from this review to the EC

## **2.6 Conference Planner & Assistant Conference Planner**

The Conference Planners have specific responsibilities to coordinate all aspects of the OHLA program at the OLA annual conference (see Conference Planning Guidelines, section 7, below). The Conference Planner, together with his or her assistant, shall:

Promote OHLA by:

- analysing contemporary professional issues and trends related to CE/PD, and anticipate future needs of the Association
- promoting the OHLA program, and inform the membership about the conference through the OHLA website and listserv

Manage the Business of the Association by:

- surveying the membership periodically to determine the continuing education needs of members
- working as a member of the OLA Conference Planning Committee within the OLA conference planning guidelines:
  - Communicating regularly with, and solicit the input of the EC during all phases of the conference planning process.
  - Soliciting and recommending ideas for presentation topics and speakers from the EC, the membership, and the OLA evaluations, and book specific speakers for presentations.
  - Communicating personally with speakers keeping them notified of their requirements, and keeping them updated with information related to conference arrangements.



- Arranging for convenors, typically from among EC officers or the general membership, to introduce speakers, and thank them.
- Acting as host for the speakers during their time at the conference.
- Working with the other members of the EC and OLA conference organizers to help organize the Association's social, or non-program aspects of the conference, such as the OHLA breakfast, and the AGM, including helping to solicit sponsors.
- Receiving, assessing, and distributing session evaluation forms to the speakers.
- Thanking the speakers in writing after the conference.
- Submitting additional speaker expenses to the OLA Financial Officer if the speaker does not submit them directly.

Report the Business of the Association by:

- reporting the results of the continuing education needs survey to the EC, and to the membership on the Listserv and the Website
- reporting to the EC at each EC meeting on current Conference Planning activities
- reporting to the membership at each AGM on their activities as Conference Planners

## **2.7 Webmaster**

The Webmaster has general responsibilities to manage the technological media by which the Association communicates. Because the Webmaster role is technology-based, it requires specialized skills that are not likely to be possessed by other EC officers, and is primarily a solo position; the Webmaster needs to pay particular attention to documentation for disaster or succession planning purposes. The Webmaster shall:

Promote OHLA by:

- managing effective digital communications on the OHLA website and social media
- analysing contemporary professional issues and trends relating to web development and other technological media, and anticipate future needs of the Association
- soliciting input periodically from the EC and from the membership related to how the OHLA website meets their needs

Manage the Business of the Association by:

- maintaining current registration of the OHLA domain name
- arranging for and contracting website hosting services, maintains the terms of those arrangements
- designing the OHLA website, developing website content with input of the EC and the membership
- maintaining the OHLA website, by arranging for timely promotions, adding new

- information, and updating the currency of the content
- maintaining OHLA's social media by acting as account administrator, monitoring discussions, and arranging for timely promotions and community development
  - maintaining website analytics and webmaster tools, improving overall website effectiveness through search engine optimization, etc
  - providing technical support for website and social media related queries
  - for disaster or succession planning purposes, document the details relating to their work (e.g. website host contact information, ID's, passwords, process information related to updating file content, etc.), keep this information current, and communicate a backup copy to the Secretary

Report the Business of the Association by:

- reporting to the EC at each EC meeting on their activities
- reporting to the membership at each AGM on their activities

## **2.8 Continuing Education Coordinator**

The Continuing Education Coordinator is responsible for organizing continuing education courses, both accredited and non-accredited, for OHLA members, based on their needs. At least one MLA or CHLA accredited course will be offered to the membership each year. The Continuing Education Coordinator shall:

Promote OHLA by:

- analysing contemporary professional issues and trends related to continuing education/professional development, and anticipate future needs of the Association
- informing the membership about upcoming courses through the OHLA website and OHLA listserv
- publicizing the courses on library professional listservs such as Canmedlib, Medlib, CLA, etc.

Manage the business of the Association by:

- identifying the education needs of the membership, via the annual OHLA needs assessment survey, in collaboration with the conference planners
- choosing at least one MLA or CHLA accredited CE course, and one other course, annually
- actively recruiting new course instructors and maintaining a roster of persons interested in developing or presenting continuing education courses
- managing the process of applying the MLA credits, maintaining channels of communication with the Education Department of OLA, and making available MLA /CHLA accredited courses to OHLA members

Report the business of the Association by:

- communicating the results of the continuing education needs survey to the Executive Committee, and to the membership through the OHLA listserv
- communicating to the Executive Committee at each regular meeting on the status of continuing education activities
- preparing a written annual report to the membership at each Annual General Meeting

This position serves a term of two years.

## **2.9 E-License Coordinator**

The E-License Coordinator has general responsibilities to investigate, develop and negotiate group licensing opportunities. As this role is knowledge-based, it requires some expertise and familiarity in specialized electronic resources and a current awareness of the ever-changing licensing regulations and procedures. The E-License Coordinator shall:

Promote OHLA by:

- analysing contemporary professional issues and trends relating to electronic licensing, and anticipate future needs of the Association
- soliciting input regularly from the EC and from the membership relating to electronic products

Manage the Business of the Association by:

- soliciting products for possible e-licensing for OHLA members
- surveying members to gauge interest in potential licenses
- liaising with consortia, agencies to pursue shared licensing
- maintaining a contact list of OHLA participants in licensing deals
- meeting with subscription agents (vendors)
- negotiating terms of agreements
- communicating with OHLA members and vendor agents as necessary to resolve problems or ensure adequate service
- issuing invoices as required for licenses and forwarding documentation to the Treasurer
- participating in Executive Committee Meetings
- performing other duties as necessary for the running of the Association

Reports the Business of the Association by:

- reporting to the EC at each EC meeting on their activities
- reporting to the membership at each AGM on their activities

This position serves a term of two years.

### 3. EXPENSE GUIDELINES

EC officers are the financial stewards of the Association. Association revenue is limited. EC officers will use the following guidelines when planning meetings and other Association activities.

#### **3.1 Eligibility**

Only EC officers and Association guests (i.e., speakers) may claim expenses. Only personal expenses that are incurred in order to do the work of the Association will be reimbursed.

#### **3.2 Transportation**

OHLA will reimburse the costs of travel to and from EC meetings. Air, train and bus travel costs will be reimbursed at economy class rates. EC officers are encouraged to book early to take advantage of additional discounts. Travel by personal car will be reimbursed at the same rate per kilometre as recommended by the OHA (currently 50 cents/km), plus parking. The cost for municipal travel, such as taxis, subways, buses, trains, etc. will also be reimbursed.

#### **3.3 Accommodation**

OHLA will reimburse the cost of one night's accommodation when necessary for attending EC meetings. Executive Committee members should use the most economical accommodation available (generally a standard quality hotel room) that is convenient to the event being attended. A standard quality room is consistent with the principle of value for money. No reimbursement will be made for suites, executive floors, or concierge levels. If the composition and number of EC officers or guests permits, members are encouraged to share accommodation. EC officers or guests who share accommodation with others will be reimbursed only for their share of the total costs. EC officers or guests who stay with family or friends will be eligible to claim a maximum of \$50.

#### **3.4 Conferences**

It is recommended that the EC attend all 3 days of the Annual Conference to provide a presence to our members and to support the aims of the association.

#### **3.5 President**

OHLA will reimburse the registration fee for the OLA Super Conference to the President when attended by the President in term at the time as well as travel costs and up to 3 nights' accommodation at the conference hotel rate.

### **3.6 Executive Committee**

It is recognized that not all EC members will have full financial support from their institutions for conference attendance. OHLA will reimburse the travel costs for the EC officers for the Annual Conference and up to 2 nights' accommodation at the conference hotel rate. If the composition and number of EC officers permits, members are encouraged to share accommodation. EC officers who share accommodation with others will be reimbursed only for their share of the total costs. EC officers who choose not to share accommodation will be reimbursed for one-half the cost of the conference hotel. It is expected that EC officers will notify the President and Treasurer of the amount and type of support that they will require 4 weeks prior to the conference, for example, approximate travel costs and number of nights and cost of hotel stay.

### **3.7 Meals**

OHLA will reimburse the costs of a working lunch at the EC meeting place. When an overnight stay is required EC officers or guests will be eligible to claim a maximum of \$35 for all meals.

### **3.8 Postage, Telephone, Materials**

If not provided by their employer, OHLA will reimburse EC officers and Association guests costs related to mailing, long-distance communication, and materials such as photocopying.

### **3.9 Hosting Guests**

OHLA will reimburse the Conference Planner and President for expenses incurred when hosting Association guests.

### **3.10 Receipts**

Claims must be authorized by the President, and receipts must accompany claims. Claims must be submitted within three months of incurring the expense. EC officers and guests are encouraged to use the OHLA expense form.

EC officers are the financial stewards of the Association. Association revenue is limited. EC officers will use the following guidelines when planning meetings and other Association activities.

## **4. ARCHIVES GUIDELINES**

The OHLA Archives comprise those records that reflect the historical and continuing development of OHLA. All EC officers must maintain current operational records to do the work of the Association. At the end of their term, records that continue

to have operational value must be transferred to their successor. Records that are no longer necessary for current activities, but that have on-going legal, fiscal, or historical value, must be transferred to the Secretary, except for the financial records under the care of the Treasurer (see 2.5). The Past-President is the Association Archivist, and, with the Secretary, coordinates the collection, selection, organization, retention and on-going maintenance of the archives.

The Past-President and Secretary lead the annual process whereby EC officers transfer operating records to their successor and archival records to the Secretary. The Secretary holds more recent records (e.g. up to one year old), and older records are stored in a separate location. The Past-President selects archival records and arranges for those records to be transferred to online and offsite storage. If retrieval of records is necessary, the Past-President will arrange for the required records to be retrieved from the secretary

The OHLA archives should be maintained at an offsite location that provides a balance between low-cost, long-term storage, and accessibility. This would typically be at the workplace of an OHLA member, or former EC officer. The OHLA archive is currently maintained online at the website and physically at:

Librarian  
Health Sciences North  
Health Sciences Library  
41 Ramsey Lake Road  
Sudbury, ON P3E 5J1  
705-523-7100 x3375

The following types of records will be selected for the archives:

- approved minutes of EC and general meetings
- successive editions of core documents, including the Constitution, Strategic Plan, Goals, Affiliation Agreements, and Executive Manual
- annual reports of EC officers as presented at general meetings.
- OHLA membership directories.
- one blank copy of any survey or questionnaire instruments administered to the membership, as well as summaries of the results of the processes for which they were administered
- key correspondence of EC officers necessary to an understanding of decision-making
- all annual conference programs
- key documents that provide an understanding of the context in which EC officers made decisions

5.

## AWARDS

The Association presents six awards, an Award of Outstanding Achievement, a Lifetime Achievement Award, Top Solo in the Library Award, Mentorship and Coaching Award, Student Participation Award, and the Conference Attendance Award. Detailed descriptions of each award, eligibility requirements, nominations process, adjudication process, and the application form are posted on the OHLA website: <http://www.ohla.on.ca>. The Past-President leads the awards process. Successful candidates have traditionally received an engraved plaque.

## 6. EXECUTIVE COMMITTEE MEETING GUIDELINES

The requirements for conducting general meetings of the Association, such as the AGM, are dealt with in the Constitution. In addition, the EC needs to meet to review work in progress, hear reports from EC officers, make decisions, and plan the work of the Association. It is up to the EC officers, and primarily the President, to decide how often the EC needs to meet, and the format for the meetings, e.g. face-to-face in a central location, by teleconference, or other formats. Presently, the EC meets monthly by teleconference and face-to-face once yearly. To be most effective the EC needs to meet regularly, and officers need to communicate consistently with the group.

## 7. ANNUAL CONFERENCE PLANNING

The annual Association conference and AGM is held in conjunction with the OLA annual conference. The OHLA conference program is, in effect, the health libraries division of the OLA conference. The Conference Planner leads the process of planning and organizing the OHLA conference program

## 8. AFFILIATIONS

OHLA currently maintains four strategic affiliations. Agreements are reviewed every three years.

### 8.1 **Canadian Health Libraries Association/Association des bibliothèques de la santé du Canada (CHLA/ABSC)**

The affiliation between OHLA and CHLA is governed by an affiliation agreement. The main features of this agreement are that both associations recognize each other's areas of professional representation, and will seek opportunities for cooperation.

Of historic note; OHLA has submitted two requests to the CHLA Board to become a chapter of CHLA. The first request in 2000 was turned down because, for OHLA to become a chapter would violate the CHLA bylaw that governs geographic boundaries of chapters. A second request, in 2004, to become the sole Ontario chapter of CHLA, was rejected due to feedback from existing CHLA chapters in Ontario.

### 8.2 **Ontario Hospital Association (OHA)**

The affiliation between OHLA and OHA is not governed by a formal agreement, but is predicated upon a history in which OHLA was recognized as an OHA Allied Group. At one time that relationship carried with it specific rights and obligations. When OHLA was founded, it was called the Ontario Hospital Library Association and held its annual meeting in conjunction with the OHA annual conference. The OHLA structure and many of its activities were organized around its relationship to OHA. At the end of the 1990's, OHA restructured, and its current relationship to Allied Groups is characterized by the OHA calling upon its Allied Groups to provide expertise in support of specific OHA initiatives as needed. OHLA can no longer hold its annual meeting at the OHA convention.

OHLA and OHA currently cooperate in a number of ways. OHLA spearheaded the creation of a Copyright Toolkit for Ontario Hospitals that was published in 2007 by the OHA. OHLA encourages its membership to present at the OHA conference so that the work of its members can be brought to the attention of hospital leaders in the province.

### **8.3 Ontario Library Association (OLA)**

The relationship between OHLA and OLA is governed by an affiliation agreement. The benefits of affiliation with OLA are significant. OHLA plans its annual conference and meeting as the health libraries program of the OLA annual conference. OHLA and OLA's Partnership Education Institute collaborate to present continuing education opportunities. OLA hosts the OHLA listserv and website. OHLA may book meeting rooms at the OLA office in Toronto for EC meetings.

### **8.4 Health Science Information Consortium of Toronto (HSICT)**

#### ***E-CPS Licensing Offering***

The Ontario Health Libraries Association and the Health Science Information Consortium of Toronto (HSICT) began a collaboration by launching a trial that would allow OHLA members to save on site licenses for the electronic Compendium of Pharmaceuticals and Specialties (eCPS) beginning in 2009.

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