

# Committee roles and responsibilities

*(Please complete this as fully as possible)*

- Name of Post : Membership co-ordinator
- This post is *Elected* to the SHINE Committee (delete as applicable)
- If an *Elected* post, how long is the term of office? 2 years
- Are there any requirements for this post laid down in the SHINE Constitution?  
If so, please cut and paste the relevant sections below:

### 3. Membership

There will be four categories of membership of the Association (Network): Personal, Institutional, Associate and Life.

i) Personal Membership is open to library and information staff providing health care information in Scotland. Personal members are eligible to be officers or members of the Committee, to vote, to attend meetings at reduced rates (where applicable), and to receive a copy of the Association (Network's) newsletter and any other mailings.

ii) Institutional Membership is open to health care and associated libraries and information services in Scotland. Up to six named library and information services staff will be covered by Institutional Membership and will have the same rights as personal members. Each Institution will therefore be eligible to have up to six votes, in accordance with the number of named staff members. Institutional members will be sent a single copy of Network's mailing (including newsletter) unless otherwise requested. Where an institution covers more than one site, each individual site will require an Institutional Membership. Only Institutional Members may participate in the Union List.

iii) Associate Membership is open to those who have retired after holding personal membership of the Association (Network) and those working in health care or related libraries and information services outwith Scotland. Associate Members are not eligible to be officers or members of the Committee, to vote or to participate in the Union List. They are eligible to attend meetings at reduced rates (where applicable) and to receive one copy of all Association (Network) mailings. Interested parties not working in health sciences or related libraries may become Associate Members at the discretion of the Committee.

iv) In exceptional circumstances the Committee may nominate individuals who have given the Association (Network) long and outstanding service as honorary Life Members. Where a Life Member has previously been a Personal Member of the Association he/she would retain his/her voting rights within the Association (Network) and would remain eligible to serve the Association (Network).

### 4. Subscriptions

The subscription shall be such a sum as may be determined by the Network at the Annual General Meeting. There will be three rates, one for Personal Members, one for Associate Members and one for Institutional Members. Membership will be based on a financial year of April to March. If a subscription renewal is not

