

Colorado Council of Medical Librarians

2018 – 2019

Annual Operating Plan

GOAL ONE: Optimize cooperation and communication among CCML members

Objectives:

- Highlight news through Facebook (*Social Media Committee*) and CCML Listserv.
- Publish the CCML annual report and operating plan, membership meeting minutes, treasurer's report, calendar, lists of officers and committee chairs, CCML bylaws, CCML listserv information, CCML awards and award process, and links to other library organizations. (*Internet Committee*)
- Post CCML information on the website in a timely matter. (*Internet Committee*)
- Archive significant CCML documents on the University of Colorado Health Sciences Library Digital Archive. (*Executive Committee, Internet Committee, Archives Task Force*)
- Maintain the CCML membership directory in electronic format. (*Internet Committee, Membership Committee*)
- Maintain a budget report on the website. (*Treasurer, Internet Committee*)
- Allocate time for networking at regular meetings. (*President-Elect*)
- Support CCML advocacy efforts. (*Awards Committee*)

GOAL TWO: Strengthen affiliations between CCML and affiliated groups

Objectives:

- Promote volunteer and mentoring opportunities in CCML Libraries with University of Denver and Emporia State University library program students. (*Membership Committee*)
- Cross-post information and announcements to peer library group discussion lists. (*President-Elect*)

GOAL THREE: Respond to the educational and professional needs of CCML members

Objectives:

- Sponsor at least one MLA credit course for the CCML Membership. (*Education Committee*)
- Coordinate programs of interest to CCML members at the membership meetings. (*Education Committee, President-Elect*)
- Maintain an education page of the CCML website, including continuing education information. (*Education Committee, Internet Committee*)
- Raise membership' awareness of legislative issues affecting libraries. (*Executive Committee*)
- Promote the value of library and health information professionals in the provision of knowledge-based information. (*Executive Committee*)

GOAL FOUR: Maintain an effective organization

Objectives:

- Prepare and present annual slate of officers consisting of President-Elect and Secretary. (*Nominating Committee*)
- Conduct the annual Awards nomination, selection and presentation processes. (*Awards Committee*)
- Conduct the annual membership renewal starting in early January with a deadline of early March. (*Membership Committee, Internet Committee*)
- Recruit new members using a variety of methods, including marketing CCML to library professionals and Colorado library school students, and advertising CCML CE events to same. (*Membership, Social Media, and Education Committees*)
- Review CCML's bylaws and mission statement and present recommended changes to the membership prior to a call for approval at the annual meeting. (*Bylaws Committee, Executive Committee*)
- Review the CCML bylaws requirements for the composition of CCML committees. (*Executive Committee*)
- Review and update position descriptions and handbooks for CCML officers and committee chairs. (*Executive Committee, Committee Chairs*)
- Support and encourage Special Interest Groups created by CCML members. (*Executive Committee, members*)