



Committee Orientation
2011-12 Program Year

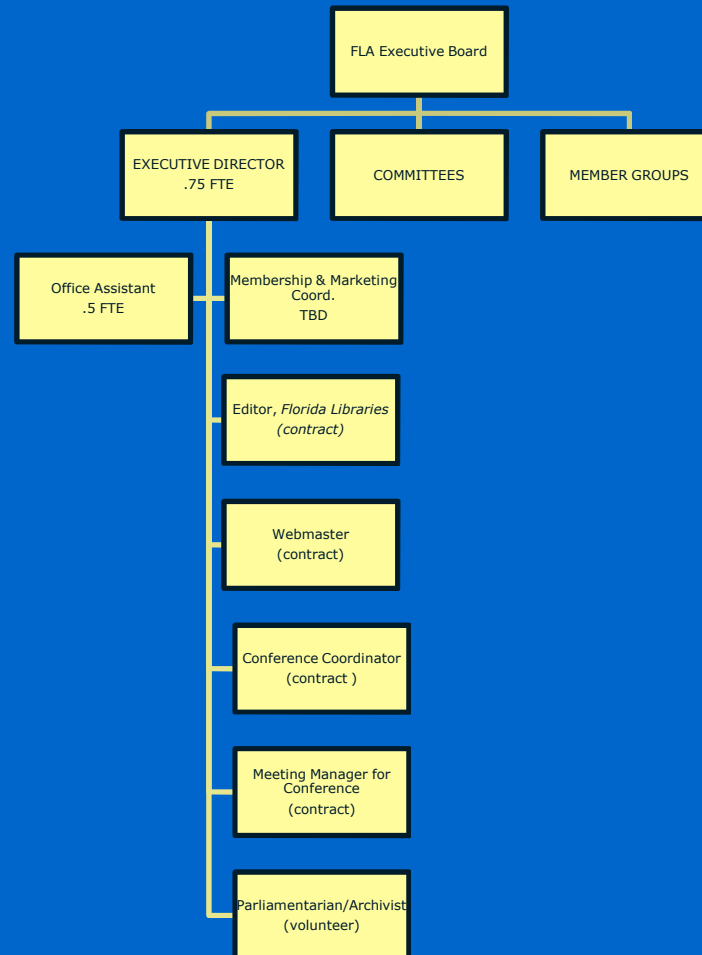
FLA's Mission

- Educational programs
- Advocacy for library employees
- Relationships with other, related professional organizations
- Opportunities for skill advancement
- Information industry relationships
- Legislative advocacy
- Support for intellectual freedom and privacy rights

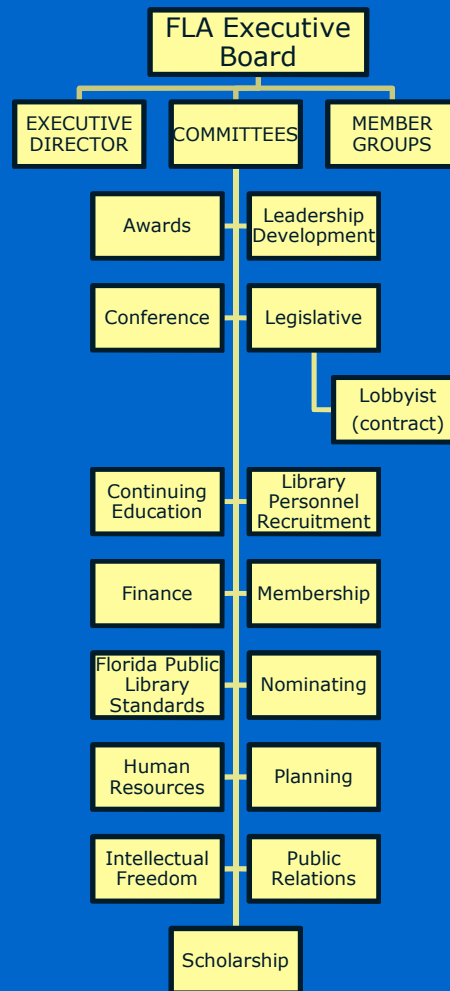
President Gloria Colvin's Theme 2011-12



FLA Org Chart - Staff



FLA Org Chart - Committees



Executive Board Meetings 2011-12

2011

- May 6, 1:45 – 4 pm - at conference
- June 15, 2 – 4 pm - online
- August 12, 2 - 4 pm – online
- November 7, 10 am - 4 pm – UCF, Orlando
- Dec. 9, 2:00-4:00 pm – online

2012

- Feb. 10, Tallahassee (date & location tentative)
- March 23, 2 - 4 pm - online
- April 20, 1:45 – 4 pm at conference, Orlando

Executive Board Members

Voting

- President
- V.P./President-Elect
- Past President
- Secretary
- Treasurer
- Regional Directors (6)
- ALA Councilor

Non-Voting

- Chair, Planning Committee
- State Librarian
- FSU and USF Representatives
- Parliamentarian
- Board Fellow
- Board Intern

Board Responsibilities

- Govern the Association
- Set policy
- Approve and monitor budget
- Select and evaluate ED
- Ensure effective planning and monitor programs
- Ensure legal and ethical integrity
- Promote the Association

FLA Office



- Established June 1, 2008
- 2-room suite (400 sq. ft.) on first floor
- Lake City, FL

Staff Responsibilities

- Take care of FLA business:
 - Financial
 - Membership
 - Contracts
 - Publications editors
 - Webmaster
 - Lobbyist
 - Conference management

Executive Director Role

- Switch – channel data to destination
- Conduit to Executive Board
- Staff to Executive Board
- Ex Officio member of all committees
- Interpret policy
- Manage contracts
- Manage finances

Executive Director Role

cont'd.

- Assist with special events
- Assure legal requirements met to protect FLA from legal threats
- Respond to inquiries from members and the public
- Lobbyist at Florida government – Legislative and Executive branches

Roles of Committee Chairs

- Carry out responsibilities of your committee as identified in FLA Manual and Strategic Plan.
- Maintain minutes of meetings, including names and action items.
- Request funds to carry out activities.
- Manage budgeted funds carefully.

Roles of Committee Chairs

(cont'd.)

- Send reports to ED and liaison for board meetings.
- Send committee news to FLA list and *Florida Libraries*.
- Submit copies of Minutes and official correspondence to ED, President and Archivist.
- Submit annual report using FLA standard form.

Communications Tips for Committee Chairs

- Communicate early and often.
- Use your liaison to keep Board informed.
- Copy all interested parties on emails.

FLA Communications Resources

- General email list fla@lists.fsu.edu
- Membership software to identify member groups
- Blogs: FLA, News Media, Friends
- FaceBook
- Twitter
- LinkedIn

Other FLA Communications

- *Florida Libraries*
- Web site www.flalib.org
Longleaf Web Services, Rick Davies
(contact ED regarding Web site changes)

Both good places to publicize your committee's activities and events!

And FLA also publishes

- FLA Manual
- FLA forms
- Florida Public Library Standards
- Intellectual Freedom Manual
- FLA's Strategic Plan

FLA Manual (on Web)

- Section 1: Articles of Incorporation
- Section 2: Bylaws
- Section 3: Governance and Committees
- Section 4: Member Groups
- Section 5: Operating Policies and Procedures
- Section 6: Proclamations

Forms (on Web)

- Form 1 Member Group Annual Report
- Form 2 Committee Annual Report
- Form 3 Application for Committee M'ship
- Form 5 Committee Budget Request
- Form 10 Request for Payment/Reimbursement
- Form 12 Conflict of Interest Statement
- Form 13 Petition to Establish a Member Group
- Form 14 Candidate Ballot Information
- Form 15 Petition to Nominate a Member for Executive Board Office

Forms (on web)

- Form 16 Executive Board Leadership Intern or Fellow Nomination
- Form 17 Executive Board Motion
- Form 18 Article Proposal for *Florida Libraries*
- Form 19 Advocate/Lobbyist Evaluation
- Form 20 Award Nomination
- Form 21 Youth Services/Betty Davis Miller Award Application
- Form 22 Scholarship Application
- Form 23 Undergraduate Scholarship Appl.

Committee Annual Report

- Form 2
- Due two weeks after end of conference
- Submit electronically
- Include digital pictures if possible
- Used for FLA Annual Program Report
- Content
 - Evaluation
 - Activities
 - Issues



Request for Payment or Reimbursement

- Form 10
- Use for
 - Reimbursement of money you spent
 - Paying speaker fees and travel costs
- Send to Executive Director electronically for approval; fax or scan receipts
- FLA is exempt from Florida sales tax
- Expend only what is in approved budget
- Only pre-approved expenditures will be reimbursed.

Conflict of Interest

- Form 12
- FLA Manual Section 5 states policy
- Required by IRS
- Please sign form and send to FLA office

FLA Budget

Executive Board responsibilities:

- Approve annual budget each fall for next year
- Include anticipated income and expenses in budget
- Monitor revenue and spending all year for fiscal health and legal compliance



Budget Challenges

- Budget year is calendar year (Jan 1 – Dec 31)
- Program year is conference to conference (dates vary)
- Differing budget and program years require cooperation
- FLA budget is very lean!

FLA Budget Responsibilities

- **Committees** – submit timely requests
- **Finance Committee** - develop proposed budget for Board
- **Board** – approve budget and arrange funding
- **Treasurer** - approve payments and report to Board and membership
- **FLA office** – accounting, banking, bill paying and arranging audit

Budget

- 2011- \$268,908 income and expense
- 2010
 - Income - \$263,445*
 - Expense - \$213,946* (made \$49,449*)

* unaudited

Committee Budgets

- Legislative, Membership and Continuing Education have a budget.
- Others can earn and spend, but activities must support themselves.
- Use Form 5 for budget requests.
- Budget requests for 2012 are due in August.

2012 Conference

- April 18 – 20, 2011
- Wyndham Orlando Resort in Orlando

Committee Chairs: Who to Contact About What

- Questions about Committee responsibilities – your Board Liaison
- Web site, general email list – FLA Office
- Membership, financial – FLA Office
- Publication content – Editors
- Other FLA Committees - Chairs for their area of responsibility

Questions?

Contact:

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