



Section 3

Governance and Committees



Florida Library Association Manual

Governing Body

Executive Board Composition, Meetings, and Powers

Members

1. The Executive Board is composed of the following voting members.
 - President
 - Vice-President/President-Elect
 - Immediate Past President
 - Secretary
 - Treasurer
 - Six Directors-at-Large
 - ALA Councilor
 - SELA Representative
2. The Executive Board includes the following non-voting *ex officio* members.
 - Executive Director
 - Chair, Friends, Foundations & Boards Section
 - State Librarian or designee
 - Communications Coordinator
 - Parliamentarian
 - Chair, Planning Committee
 - Leadership Intern(s) and/or Fellow(s)
 - Representatives of Florida State University and University of Florida library education programs
3. Executive Board Meetings are open and may be attended by any Association member.

Meetings

1. Five announced meetings are held each year in the summer, fall, winter, and at the beginning and end of the annual conference.
2. An Association annual membership business meeting is held by the Board each year at the conference.
3. Other meetings may be called by the President or a majority of the voting Board members at the time and place indicated. Three weeks notice of special meetings must be given.

Powers and Duties of the Executive Board

1. Conduct the business of the Association, and to act for the Association between meetings.
2. Propose changes to the Articles of Incorporation to the membership for approval.
3. Approve the Association Bylaws.
4. Advise the President in appointment of committees.
5. Act in an advisory capacity to the President in determining current and long range plans and policies.



Florida Library Association Manual

6. Act as general program committee for the annual meeting and approve Conference program, fees, etc.
7. Decide time and place of the annual conference and business meeting.
8. Call special meetings of the Association on its own initiative or at the request of ten percent of the members of the Association.
9. Cooperate with ALA and other state or regional associations on matters of mutual interest or benefit.
10. Advise the FLA representative to the ALA Council on measures of concern to the Association.
11. Affiliate with regional library associations and other groups and organizations.
12. Approve Presidential appointments to any vacancies which may occur among officers of the Association between meetings with the exception of the office of Vice-President/President-Elect.
13. Approve nominations for honorary or lifetime members.
14. Approve or refuse applications for formation of member groups and terminate member groups that are not longer viable.
15. Approve budgets and financial reports.
16. Approve the appointment of one or two leadership interns or fellows as recommended by Board member nomination.
17. Contract for services needed to carry out the business of the Association such as Executive Director, office services, conference management, legislative lobbyist, Communications Coordinator, and Parliamentarian.

Quorum

A majority of the voting members constitutes a quorum.

Duty of Loyalty and Conflict of Interest

Executive Board members owe the Association a duty of loyalty which requires them to act in the interest of FLA rather than in their own personal interest or the interest of some other person or organization. In particular the duty of loyalty requires Board members to avoid conflicts of interest that are detrimental to FLA.

Members of the Executive Board do not use their Board or Association relationships for their personal gain. To ensure recognition of this responsibility, Board members aware of a conflict of interest with a matter coming before the Board or any of its committees shall bring this to the attention of the Board or committee, shall not vote on the subject or attempt to influence the vote of others and shall not be counted in determining the quorum if that has not already been established for the meeting. These points are recorded in the Minutes of each meeting.

Due Diligence

Members of the Executive Board exercise due diligence consistent with a duty of care that requires them to act in good faith; with the care an ordinarily prudent person in a like position would exercise under similar circumstances; and, in a manner the Board members reasonably believe to be in the Association's best interests.

Individual Executive Board members must

- become informed about the purposes and activities of the Association,



Florida Library Association Manual

- be fully informed about the Association's financial status, and
- have full and accurate information to make informed decisions.

General Duties and Responsibilities of Voting Executive Board Members

1. Attend all regular and called meetings of the Association and Executive Board. If unable to attend, members must notify the Executive Director in advance of the meeting. Failure to participate may result in an Executive Board review and request for the member's resignation in order to properly carry on the work of the Association.
2. Maintain all records of the office held. Records should be adequate to permit fulfillment of the office responsibilities; be accurate and detailed to permit archival preservation; and be organized, available, and meaningful in the event another person must, because of an emergency, assume the office. Records to be maintained as archives include:
 - a. Minutes of Executive Board meetings
 - b. Documents provided to Executive Board members for meetings
 - c. Executive Board approved minutes of Association business meetings
 - d. Official programs of the Association
 - e. Significant correspondence of Executive Board members, Executive Director, and committee Chairs
 - f. Financial reports
 - g. Reports of standing and special or ad hoc committees
 - h. Media reports concerning meetings and activities of the Association
3. Copy correspondence on Association letterhead or that is sent in the name of the Association to the President, Executive Director, Secretary, and Archives Committee Chair.
4. Keep the President and Executive Director informed by copying them on internal communications.
5. Submit reports or other documents to be presented to the Executive Board to the Executive Director no later than two weeks before Board meetings.
6. Liaison Assignments/Duties
 - a. Selected Board members function as liaison to one or more committees or member groups as appointed by the Vice-President/President-Elect. Liaison responsibilities include:
 - (i) communication with leaders of assigned groups regarding responsibilities of each group, conference program proposal development, and other activities undertaken by the groups.
 - (ii) reporting about all assigned groups at every Executive Board meeting; written reports provided to the Executive Director at least two weeks before the meeting date.
 - (iii) responding to questions regarding FLA policies and procedures from group leaders and members
 - (iv) participating in group meetings to the extent possible
 - (v) attendance at group sponsored events to the extent possible



Florida Library Association Manual

- (vi) maintaining an ongoing awareness of each groups progress towards goals and objectives and taking timely intervention to assure that each group carries out its responsibilities
- 7. Represent the Association at library meetings and events throughout the year as requested by the President and Executive Director.
- 8. Actively participate in the annual conference by attending special events, opening and closing general sessions, concurrent sessions, and exhibits related events; function as conference host at these events.
- 9. Complete at the end of the term of office the following.
 - a. Review the FLA Manual and submit, in writing, suggested revisions to the Executive Director.
 - b. Consolidate all records of office and send to the Archives Committee Chair or give to the incoming officer, as appropriate.
 - c. If possible, meet individually with the incoming officer to provide a summary of current status and any documents and materials that individual will need.
 - d. Provide successor, as soon as possible, with a written report indicating:
 - (i) major problems, projects, etc., pending and still to be accomplished or finalized, and include copies of any reports needed for such action, and
 - (ii) suggestions for future development.

Office Specific Duties and Responsibilities of Voting Executive Board Members

President

- 1. Term of Office
 - a. End of conference to end of conference
 - b. The President is on the Executive Board for three years: first year as Vice-President/President-Elect, second year as President, third year as Past President.
- 2. General Duties
 - a. Preside at all meetings of the Association and Executive Board unless unable to do so, in which case the Vice-President will preside.
 - b. Call regular and special meetings and publish a regular meetings schedule at the first Executive Board meeting at which he/she presides as President
 - c. Set the agenda for Executive Board meetings with the assistance of the Executive Director
 - d. Serve as an *ex officio*, voting or non-voting member of committees:
 - (i) Voting:
 - Conference
 - Finance
 - Intellectual Freedom
 - Legislative
 - ii) Non-voting – all other committees



Florida Library Association Manual

- e. Function as Board liaison to selected committees and member groups.
 - f. Work closely with the Executive Director on planning and implementation of activities and resolution of any concerns that may arise.
 - g. Keep the Executive Board informed at all times.
 - h. Represent the Association in all official capacities and act as spokesperson to the news media for the Association.
 - i. Assist the Executive Director in coordinating the work of all officers and Association committees and groups.
 - j. Prior to assuming office, fill vacancies in standing, special and ad hoc committees, and notifying appointed individuals of their appointments and duties. Exception: committee chairs who serve by virtue of Bylaws.
 - k. Write a message for every issue of the official Association journal.
 - l. Serve on the Board in the office of Past President following his/her term of office.
3. Conference Responsibilities
- a. Establish a theme for the conference to be held during his/her presidential year in time for it to be published at conference the year preceding.
 - b. Work closely with the Conference Committee and its Local Arrangements Subcommittee to provide direction and advice to assure a successful conference and a conference agenda focused on the theme.
 - c. Participates in conference planning with the Conference Committee, the Local Arrangements Committee, the Executive Director, and contracted conference planner.
 - d. Solicit conference sponsorships from library vendors.
 - e. Monitor conference publicity and coordinate with the Executive Director and Communications Coordinator to assure adequate publicity.
 - f. Coordinate with the management company and Executive Director to assure that other officers' responsibilities for conference are carried out.

Vice-President/President-Elect

1. Term of Office
 - a. End of conference to end of conference
 - b. Serve a one-year term and then become President and, the year after Presidential year, become Past President.
2. General Duties
 - a. Serve as a member of the Executive Board.
 - b. Preside at Executive Board and other Association business meetings in the absence of the President, or upon request of the President, and assume that office if it becomes vacant before completion of the term.
 - c. Function as Board liaison to selected committees and member groups.
 - d. Attend all Executive Board meetings.
 - e. Serve as an *ex officio*, voting or non-voting member of committees:



Florida Library Association Manual

(i) Voting

- Conference
- Finance
- Florida Public Library Standards
- Intellectual Freedom
- Legislative
- Planning

(ii) Non-voting

- Awards
- Continuing Education
- Florida Public Library Standards
- Leadership Development

- f. Identify a theme for year as President before taking President's office and announce at the annual conference.
- g. Immediately upon being elected and before the annual conference, appoint committee Vice-Chairs; Vice-Chairs will serve as Chairs during the Vice-President's Presidential term.
- h. Communicate regularly with the President and Executive Director.
- i. Serve as a member of the State Library Council appointed by the Secretary of State; attend all meetings of the Council and make reports to the Executive Board.
- j. Develop Board liaison assignments for Presidential year with the Executive Board.

Past President:

1. Term of Office
 - a. End of conference to end of conference
 - b. One year, for the year immediately following the term as President of the Association
2. Serve as a voting member of the Executive Board.
3. Serve as a voting member of the Intellectual Freedom and Legislative Committees.
4. Serve as chair of the Nominating Committee.
5. May serve as Liaison to assigned committees and member groups.
6. Install incoming Executive Board at annual conference closing session.
7. Provide advice and assistance to the President as requested.

Directors

1. Term of Office
 - a. Two years each for the six Directors.
 - b. Terms of the six Director positions are staggered with three Directors elected each year
2. Geographic Area – each Director lives or works in one of six geographic areas of the state with no two Directors living/working in the same geographic area.



Florida Library Association Manual

3. Serve as voting members of the Executive Board, representing the membership as a whole.
4. Be aware of and present to the Executive Board the needs and interests of their assigned geographic area of the state. Communicate regularly with the library community in the area either by holding meetings, print or electronic publications, or other means to keep Association members informed of events, issues, and Executive board actions and to solicit suggestions for service improvement.
5. Serve as Board liaisons to assigned committees and member groups.
6. Represent the Association at library events as requested by the President and Executive Director.

Secretary

1. Term of Office
 - a. End of conference to end of conference
 - b. Two years, staggered with the term of the Treasurer
2. Serve as a voting member of the Executive Board.
3. Serve as a voting member of the Finance and Nominating Committees.
4. Serve as Board liaison to committees and member groups as assigned.
5. Keep a complete file of records of the proceedings of all meetings of the Association and Executive Board.
6. Gather and preserve minutes and relevant documents and copies of reports of all officers and committees for the Archives of the Association.
7. Send to the party concerned a copy of each resolution as adopted by the Association, enclosing a friendly personal note in case of sympathy, thanks, etc.
8. Prepare the official minutes of each general session of the annual conference and each Executive Board meeting and manage the process for electronic approval by the Executive Board as soon as possible after each meeting.

Treasurer

1. Term of Office
 - a. End of conference to end of conference
 - b. Two years, staggered with the term of the Secretary
2. Serve as a member of the Executive Board.
3. Serve as a voting member of the Conference and Finance Committees and a non-voting member of the Awards Committee.
4. Report on the status of the Association finances at Board and annual meetings.
5. Coordinate with the Executive Director to:
 - a. insure that accurate records of all financial transactions are kept
 - b. disburse the monies of the Association as budgeted and disburse unbudgeted monies upon approval of the President
 - c. prepare or see that the following reports are prepared
 - i) A report for each Executive Board meeting comparing expenditures to date to budget.



Florida Library Association Manual

- ii) Any and all financial reports necessary under state or federal law and submit them to the proper agencies.
6. Review the financial records and books to see that they are in good order for the newly elected Treasurer within sixty days after the end of the term of office.

ALA Councilor

1. Term of Office
 - a. End of ALA Annual Conference to end of ALA Annual Conference
 - b. Three years
2. Serve as a voting member of the FLA Board.
3. Represent FLA at the Council meetings of the American Library Association, including casting FLA's vote.
4. Consider questions submitted through ALA mailings and at council meetings in the light of the best interests of the State as a whole; report controversial matters to the Executive Board of FLA.
7. Communicate with the FLA membership about topics of interest that arise at ALA Council or in ALA communications.
8. Provide a written report to the Executive Director two weeks before the FLA Board meeting following ALA Council meetings.

SELA Representative

1. Term of Office
 - a. End of conference to end of conference unless the SELA Biennial conference occurs after the FLA conference, in which case the term is until the end of the SELA conference
 - b. Four years
2. Serve as a voting member of the FLA Executive Board.
3. Report on SELA activities at each Executive Board meeting and gather information from the Board on matters which need referring to the SELA Board.
4. Provide a written report to the Executive Director two weeks before the FLA Board meeting following the SELA conference.
5. Attend SELA Board meetings and Biennial Conferences to represent FLA as a voting member on the SELA Board.

Duties and Responsibilities of *Ex officio* Executive Board Members

Ex officio members of the Executive Board:

1. Attend all regular and called meetings of the Association and Executive Board. If unable to attend, members must notify the Executive Director in advance of the meeting.
2. Provide the voting Board with the expertise of the position that places them in the ex officio position, both at meetings and at other times.

Leadership Interns and Fellows

1. Definitions



Florida Library Association Manual

- a. A Leadership Intern is an individual who may be new to working in a library and to the concept of Association involvement.
 - b. A Leadership Fellow is an individual who has library experience and who wants to explore ways of becoming more involved in organizational governance, programming, and initiatives of the Florida Library Association.
 - c. All candidates must be members of the Florida Library Association.
2. Procedures
- a. The incoming President appoints, with Board approval, one or two candidates for Intern or Fellow who will serve from end of conference to end of conference each year.
 - b. Individuals nominated for Intern or Fellow can be recommended by any Association member.
 - c. Candidates must have the approval of their employers and are expected to attend all Board meetings and the Annual Conference.
 - d. Interns and Fellow may be given specific assignments to work with committees and member groups.
 - e. Interns and Fellows serve as ex officio members of the Executive Board.
 - f. Appoints are for one year and may be extended for one additional year.
3. Confirmation
- a. Having secured the approval of the candidate's employer, the President requests approval by the Executive Board.
 - b. Following approval candidates are notified and sent materials that outline their assignments and Executive Board meeting dates.



Florida Library Association Manual

Executive Board Member Committee Responsibilities

<i>Committee</i>	<i>Executive Board Members</i>	<i>Role</i>
Awards	President Vice-President/President-Elect Treasurer Executive Director	Ex officio, non-voting Ex officio, non-voting Ex officio, non-voting Ex officio, non-voting
Conference	President Vice-President/President-Elect Treasurer Executive Director	Ex officio, voting Ex officio, voting Ex officio, voting Ex officio, non-voting
Continuing Education	President Vice-President/President-Elect Executive Director	Ex officio, non-voting Ex officio, non-voting Ex officio, non-voting
Finance	President Vice-President/President-Elect Treasurer Secretary One other Board member Executive Director	Ex officio, voting Ex officio, voting Ex officio, voting Ex officio, voting Ex officio, voting Ex officio, non-voting
Florida Public Library Standards	President Vice-President/President-Elect Executive Director	Ex officio, non-voting Ex officio, non-voting Ex officio, non-voting
Intellectual Freedom	President Vice-President/President-Elect Past President Executive Director	Ex officio, voting Ex officio, voting Ex officio, voting Ex officio, non-voting
Leadership Development	President Board Fellow/Intern (if available) Executive Director	Ex officio, non-voting Ex officio, voting Ex officio, non-voting
Legislative	President Vice-President/President-Elect Past President Executive Director	Ex officio, voting Ex officio, voting Ex officio, voting Ex officio, non-voting
Library Personnel Recruitment	President Executive Director	Ex officio, non-voting Ex officio, non-voting
Membership	President Executive Director	Ex officio, non-voting Ex officio, non-voting
Nominating	Past President (Chair) Secretary Executive Director	Ex officio, voting Ex officio, voting Ex officio, non-voting
Planning	President Vice-President/President-Elect Executive Director	Ex officio, non-voting Ex officio, voting Ex officio, non-voting
Public Relations	President Executive Director	Ex officio, non-voting Ex officio, non-voting
Scholarship	President Executive Director	Ex officio, non-voting Ex officio, non-voting



Florida Library Association Manual

Association Management

Executive Director

The Association contracts for the services of an Executive Director. The Executive Director is selected by, reports to, and is evaluated by the FLA Executive Board and functions as an *ex-officio* member of the Board.

General Description of Responsibilities

The Executive Director provides effective leadership in working with the Executive Board, FLA units, the Association's other management contractors, and FLA membership in the development and implementation of policies furthering the mission, goals, and objectives as specified in the Strategic Plan of the Association. The Executive Director advances and supports the interests of the FLA membership through efficient and effective leadership of Association affairs and by enabling members to be effective in their roles within FLA. The Executive Director forms strong partnerships with other organizations as appropriate and serves as a spokesperson for FLA along with and under the direction of the President.

Specific Responsibilities

1. Membership Building

- In conjunction with the Membership Committee, coordinates and implements an effective program of membership development and services.
- Keeps members and potential members well informed about Association plans and activities through all available means.

2. Leadership Recruitment

- In conjunction with the Leadership Development Committee, coordinates and implements an effective program designed to cultivate new Association leaders.

3. Finance and Fundraising

- In conjunction with the Treasurer, manages the Association budget and approves expenditure of Association funds.
- Work with the Executive Board, the Finance Committee and individual FLA units to develop additional sources of revenue for the Association.

4. Planning and Evaluation

- Represents the interests of the Association and its membership by contributing to long-range planning, both strategic and operational.
- Provides the Executive Board and membership with ongoing evaluation regarding the efficiency and effectiveness of Association activities, programs, and services including developing an Annual Report of activities for the summer Executive Board meeting and an Annual Financial Report for the winter Board meeting.
- In conjunction with the Planning Committee, recommends the continuance, enhancement, or discontinuance of Association activities.

5. Advocacy

- Works with the Association's Legislative Committee and Legislative Advocate/Lobbyist in developing and implementing the Association's legislative platform and strategy.



Florida Library Association Manual

- Establishes and maintains effective relationships with other library and information organizations and other relevant organizations to promote the Association's legislative platform.
6. Collaboration with other organizations
- In conjunction with the elected ALA, SELA Representatives, FARCL, SLA and other library associations, coordinates and addresses issues and opportunities concerning national, regional and state associations.
 - Establishes and maintains effective relationships with other library and information science organizations and other relevant organizations to improve collaborative approaches to achieving common objectives.
7. Communications
- Promotes the profession and Association by serving under the direction of the President as a spokesperson for the Association.
 - Represents the Association to members and potential members by attending both FLA functions and those of related professional organizations, e.g., library staff days, MLC annual meetings, etc.
 - Maintains an effective internal and external public relations program to communicate effectively with members, potential members, media, the Legislature, and other associations and industry groups.
 - Works with FLA Office and Communications Coordinator to insure that general mailings, news releases, the Web site, and similar communications are timely and fit within FLA's mission. Establishes close working relationships with FLA leadership to maintain effective lines of communication with all membership units and committees of the Association.
 - In coordination with Executive Board Liaisons, maintains regular contact with all committees and member groups to assure that their information and support needs are met and the Executive Board is kept informed of their activities.

8. Management of Association Functions

Advisory Role

- Interprets and administers Association policies and maintains the *FLA Manual*. Works effectively with the Executive Board to develop, implement, revise, and evaluate policy.
- Assists leadership and members to follow the Association calendar and the *FLA Manual*.

Training, Orientation, & Coaching

- In cooperation with the President, develop and present a program for orientation of new leadership.
- Serve as a resource to answer questions and provide continuity for Association leadership.
- Assist the Association's management company in understanding the schedule of Association activities and assure that the company meets its contractual obligations; provide the President and the Executive Board with ongoing evaluation regarding the efficiency and effectiveness of the company.



Florida Library Association Manual

9. Program Planning

- Support the work of the Conference Committee and Association leadership in the development of plans and programs for the Association's annual conference, workshops, and similar activities.

10. The Executive Director is an ex officio member of all committees.

FLA Office and Business Services

The Association contracts with a service provider for management of its office and business functions and related services.

1. FLA office duties include sorting and responding to mail, answering phones, finding answers to questions or directing callers to appropriate individuals, filing, copying, faxing and whatever else may be necessary to successfully conduct business for FLA.
2. Accounts for FLA funds and manages payables and receivables
 - Performs all basic accounting functions including processing credit cards for member convenience
 - Prepares monthly financial statements for the Executive Director and Treasurer and for presentation to the Executive Board.
 - Receives all checks, purchase orders, and/or credit card payments for FLA goods and services
 - Disburses FLA funds for accounts payable in accordance with board authorized established policies and procedures
 - Reconciles FLA bank and investment accounts as statements are provided
 - Creates and mails or emails notice of membership renewal and other mailings related to membership
 - Monitors accounts receivable and reports to the Executive Director or makes the necessary contacts to assure timely payment
 - Keeps financial records as required by accepted accounting practices
 - Assists with the preparation of federal and state tax filings by either the Executive Director, Treasurer or an outside CPA firm
3. Maintains membership database
 - Maintains a current electronic list of members and lists from past years
 - Provides information to Association leaders from the list on request
 - Coordinates with the Executive Director to assure that renewal notices are sent in a timely manner
 - Assists individual members with inquiries about their membership status
4. Membership development and retention
 - Assists the Membership Committee and Executive Director on membership solicitation efforts



Florida Library Association Manual

5. Publications
 - Arranges printing of *Florida Libraries*
 - Mails print publications

6. Executive Board Meetings
 - Coordinates logistics of Executive Board meeting by locating and booking sites, making hotel and meal arrangements

7. Committee Meetings and Activities
 - Provides a meeting room for use by FLA committees



Florida Library Association Manual

COMMITTEES

The Executive Board of the Florida Library Association appoints standing and ad hoc committees to carry out Association plans, services, and activities.

Committee Appointments and Leadership

1. All committee members must be members in good standing of the Association.
2. Appointment to a committee is for a term of one or two years, depending on the committee as shown below.

Archives	2 years	Legislative	2 years
Awards	2 year	Library Personnel Recruitment	2 years
Conference	2 years	Membership	2 years
Continuing Education	2 years	Minority Recruitment	2 years
Finance	1 year	Nominating	1 year
Florida Public Library Standards	2 years	Planning	2 years
Human Resources	2 years	Scholarship	2 years
Intellectual Freedom	2 years	Ad Hoc ■ FAME Cooperation	As needed
Leadership Development	2 years		

3. Members of committees with two year member terms are appointed for staggered terms.
4. Members may be reappointed for a second term except in the case of membership based on office held (ex officio).
5. Committee leadership consists of a Chair and Vice-Chair unless otherwise noted in this Section.
6. Chairs
Committee Vice-Chairs become Chair of their committee at the end of annual conference each year, with the exception of the Legislative Committee – the Chair and vice-Chair are appointed to serve from July 1 until the following June 30.
7. In the event of any problem in the normal committee succession, the President may appoint as Chair a second-year committee member (who will therefore have a one-year term as Chair).
8. Vice-Chairs
 - a. The Vice-President/President-Elect appoints committee Vice-Chairs each year as soon as is reasonable after his or her election to office. These Vice-Chairs serve in that capacity from end of conference to end of conference. Vice-Chairs become the committee Chair at that time (the year the Vice-President/President-Elect who appointed them is President). All Vice Chairs, therefore, serve for two years with the exception of the Vice-Chair of the



Florida Library Association Manual

Legislative Committee which is a three year appointment with the person serving the third year as Past Chair.

b. Vice-Chair appointments are presented to the Executive Board at its winter meeting.

9. Members

Upcoming committee vacancies are filled by the Vice-President/President-Elect prior to the conference at which time that officer becomes President; appointments are made in consultation with committee Chairs, the newly elected Vice-President/President-Elect, and the Executive Director.

10. Committee leadership and member vacancies that occur during the rest of the year are filled by the President.

11. To the extent possible, committee leaders and members reflect the diversity of Association membership, its broad library interests, and the geographic areas of the State.

Meetings

1. Quorum – for purposes of decision making votes, a quorum consists of a simple majority of voting members.
2. Meetings are held in person, by phone, or electronically as appropriate to the business on the agenda.

Duties and Responsibilities Common to All Committees

Specific duties are included with the committee descriptions that follow. The functions and responsibilities listed below are common to all committees.

1. File reports in a timely fashion and on standard Association forms.
2. Provide committee reports to the Executive Director for Executive Board meetings as needed, coordinating report presentation at the meeting with the committee Board liaison.
3. Submit an annual report to the Executive Director.
4. Send news of committee activities to the *FLA News Digest*, *Florida Libraries*, and Association electronic discussion lists to keep the membership informed.
5. Submit copies of all official Association correspondence to the Executive Director, the President, and the Archivist.
6. Maintain minutes of meetings and distribute to committee members, Executive Director, Executive Board Liaison, the FLA Office, and the Archives Committee. Minutes should record meeting participants and action items.
7. Request funds to carry out committee activities as part of the Association's annual budget planning process; requests are submitted to the Finance Committee.
8. Manage the committee's budget to assure that the amount allocated is not over expended.

Standing Committees

Awards Committee

The Awards Committee is responsible for the Association's awards program with the exception of the Betty Davis Miller Award, which is the responsibility of the Library Service to Youth Member Group and awards presented by the Friends, Foundations & Boards member Group.

1. Members



Florida Library Association Manual

- a. Five voting members, including a member of the Friends, Foundations & Boards Section.
 - b. Five ex officio members – President, Vice-President/President-Elect, Treasurer, Executive Director.
 - c. Members are appointed for one year with the exception of the Vice-Chair who serves a second year as Chair; members may be reappointed for a second year.
 - d. Members of the committee and organization/business members represented on the committee are not eligible for an award.
 - e. The President and Executive Director are *ex officio* members of the Committee.
2. Duties and Responsibilities
- a. Fulfill the functions common to all committees as listed above.
 - b. Annually review award categories for which the committee is responsible and recommend any changes to the Association Executive Board at its fall meeting.
 - c. Review and revise award nomination forms as needed.
 - d. Publish a list of awards for which nominations will be accepted with accompanying criteria, due dates, and information on the nominations process. Publish in the fall issue of *Florida Libraries*, multiple issues of the *FLA News Digest*, and on the Association's general electronic discussion list.
 - e. Coordinate the call for award nominations with the Friends, Foundations & Boards Member Group, the Betty Davis Miller Award Committee of the Library Services to Youth Member Group and any other Association groups presenting awards at the annual conference.
 - f. Receive nominations from the FLA Office for the awards the committee is responsible for awarding and confirm receipt to nominators.
 - g. Evaluate award nominations and select award winners; inform the President and Executive Director of award winners so the President can make calls to each.
 - h. Publish the names, affiliations, and titles of award winners along with a brief explanation of why the award is being given in the *FLA News Digest* and on the Association electronic discussion list after winners have been announced
 - i. Present awards at the annual conference.
 - j. Select the Best Booth Award winner at the annual conference each year.

Conference Committee

1. Members
 - a. Ten voting members who serve two year terms, including the President, Vice-President/President Elect, and Treasurer; the President may appoint more than ten members based on the need for expertise or special aspects of the conference being planned.
 - b. *Ex officio*, non-voting - Executive Director, Chair of the Continuing Education Committee.
2. Duties and Responsibilities
 - a. Fulfill the functions common to all committees (attached).



Florida Library Association Manual

- b. Plan and coordinate the annual conference program.
 - i. Review program proposal forms and instructions and revise as needed, including establishing program tracks in time for number iii in this list.
 - ii. Announce a call for programs and set a due date for program proposals at the preceding conference; advertise in all Association communication tools and nationally.
 - iii. Meet to review program proposals and develop the program agenda and schedule.
 - iv. Seek programs beyond those proposed, as needed, and assist the President in securing speakers for opening and closing sessions and special President's programs.
 - v. Coordinate with and provide guidance to the Local Arrangements Sub-Committee of the Conference Committee.
 - vi. Provide assistance to individuals and groups selected to present programs to assure high quality.
 - vii. Recommend a budget for conference expenditures to the Finance Committee for their fall annual budget planning meeting.
 - viii. Sub-Committees
 1. Local Arrangements Sub-Committee
 2. Exhibits Sub-Committee
 3. Advertising Sub-Committee
 4. Others as needed
- c. Carry out such other conference related functions as may be assigned by the President.

Continuing Education Committee

1. Members
 - a. Ten voting members, each of whom serve a two-year term
 - b. *Ex officio*, non-voting members – President, Vice-President/President-Elect, Secretary, Conference Committee Chair
 - c. One member of the committee is a representative from a Multitype Library Cooperative.
 - d. In any given term-year, the President may appoint additional members to serve one-year terms to provide needed expertise for special projects.
 - e. The Chair of the Continuing Education Committee serves as an *ex officio* member of the Conference Committee.
2. Duties and Responsibilities
 - a. Fulfill the functions common to all committees (attached).
 - b. Advise the Executive Board on policies and practices in continuing education for librarians.
 - c. Conduct a member continuing education needs assessment at least once every three years.
 - d. Maintain an effective non-conference continuing education plan for the Association which meets the needs of its members and reflects the priorities established by the current assessment. Coordinate continuing education activities with other agencies and/or



Florida Library Association Manual

associations when appropriate to promote effective continuing education activities for members.

- e. Organize and manage two conference programs:
 - i. Poster sessions
 - ii. Roundtable sessions

These sessions can not be an advertisement for a vendor or solely a demonstration of a product/service. Specific products/services may be used or described only if essential for a correct understanding of the topic being presented. Library staff members who currently use the vendor product/service must participate in the presentation.

- f. Undertake special continuing library education projects for the Association as requested by the Executive Board.

Finance Committee

1. Members

Members serve on the Finance Committee each year by virtue of the Association offices they hold with the exception of one member from the general membership of the Association.

- a. President, as Chair
- b. Vice-President/President-Elect, as Vice-Chair/Chair-Elect
- c. Secretary
- d. Treasurer
- e. One other Association Board member
- f. *Ex officio*, non-voting - Executive Director

2. Duties and Responsibilities

- a. Fulfill the functions common to all committees as listed above.
- b. Meetings
 - i) Meet at least quarterly to review the Association's financial status and determine if any action relevant to that status should be recommended to the Executive Board.
 - ii) Meet in the early fall to prepare a recommended budget for the next year for approval of the Executive Board.
- c. Budget
 - i) Assure that committees and Association groups are informed of opportunities to submit funding requests to the Committee through the Executive Director.
 - ii) Develop an annual budget for review and approval by the Executive Board at the fall Board meeting.
 - iii) Review proposed changes to the budget that are made throughout the year and present a recommendation to the Executive Board regarding such proposals.
- d. Financial reports
 - i) Make recommendations to the Executive Director regarding the contents, type, and number of financial reports to be provided to the Committee, Executive Board, and membership.
 - ii) Review financial reports provided by the Association management company, Executive Director, or Treasurer for completeness, clarity, and usefulness to the Executive Board; make recommendations for change as needed.



Florida Library Association Manual

- iii) Assure that an annual financial report is provided in writing to the membership.
- e. Investments
 - i) Annually review the Association's financial reserves and, in consultation with the Association's Executive Director approve transfer of funds from checking or money market accounts to other Executive Board approved forms of deposit or investment to best achieve investment objectives as stated in policy.
 - ii) Annually evaluate investment policies, procedures, and investments and report recommendations for change as needed to the Executive Board.

Florida Public Library Standards Committee

- 1. Members
 - a. Six members appointed for two years; appointments include representatives of a large public library, a medium-sized public library, and a small public library, and a representative from the State Library and Archives of Florida
 - b. *Ex officio*, non-voting – President, Vice-President/President-Elect, Executive Director
- 2. Duties and Responsibilities
 - a. Fulfill the functions common to all committees as listed above
 - b. Review on an annual basis, and revise if required, the current public library standards document to insure that included statistical information is the latest available.
 - c. Evaluate on a biannual basis the entire existing public library standards document to determine usability by the library community for the document's stated purpose and whether changes or a full replacement document are needed.
 - d. Form the nucleus of a larger revision committee if the need for a replacement document is determined.

Human Resources Committee

- 1. Members
 - a. Five members appointed for two years; at least three of the members are voting members of the Executive Board.
- 2. Duties and Responsibilities
 - a. Fulfill the functions common to all committees as listed above.
 - b. Maintain a current job description for the Executive Director.
 - c. Recommend a candidate for the Executive Director position to the Executive Board when the Executive Director position is vacant.
 - d. Annually evaluate the Executive Director's performance and report the evaluation to the Executive Board.
 - e. Annually review and recommend the Executive Director's compensation to the Executive Board.
 - f. Establish and annually review employee benefits.



Florida Library Association Manual

Intellectual Freedom Committee

1. Members
 - a. Ten members, each of whom serves a two-year term, including the President, Vice-President/President-elect, and Immediate Past President
 - b. The Executive Director is an *ex officio*, non-voting member.

2. Duties & Responsibilities
 - a. Fulfill the functions common to all committees as listed above.
 - b. Maintain vigilance with regard to encroachments on intellectual freedom in the State and nation.
 - c. Act in an advisory capacity to the Executive Board in safeguarding the rights of Florida library users in accordance with the Bill of Rights of the United States and the Library Bill of Rights as adopted by the American Library.
 - d. Investigate any cases of censorship pressure on libraries in Florida.
 - e. Report the results of investigations in Association publications.
 - f. Propose a program for the annual conference at least once every two years.

Leadership Development Committee

1. Members
 - a. Five members, each of whom serves two years, including an Executive Board Leadership Intern/Fellow (when available).
 - b. *Ex officio*, non-voting – President, Executive Director, and Chair of New Members Roundtable Member Group

2. Duties and Responsibilities
 - a. Fulfill the functions common to all committees (attached).
 - b. Cultivate leadership skills among Florida library employees and FLA members through:
 - Presenting continuing education opportunities on the topic of leadership skills at the annual conference and elsewhere
 - Overseeing a leadership mentoring program
 - Encouraging broad participation in FLA and its committees and member groups

Legislative Committee

1. Members
 - a. Ten members, each of whom serves a two-year term, with five being appointed each year with the exception of the Vice-Chair who serves for three years – the second year as Chair and the third year as Past-Chair.
 - b. Members include:
 - (i) President
 - (ii) Vice-President/President-Elect
 - (iii) Immediate Past President



Florida Library Association Manual

(iv) Past Chair

(v) Members who work at public libraries, multi-type library cooperatives, university and community college libraries, special libraries, Friends, Foundations, and Boards Member Group, and a representative of a library services vendor.

- c. *Ex officio*, non-voting – Executive Director and also may include Director of the State Library and Archives of Florida, the Association’s lobbyist/legislative advocate(s), the State Library Advisory Council chair or designee; and liaisons from the State Division of Community Colleges, the State University Library Council, and the Florida Association for Media in Education.
- d. Others, e.g., the Communications Coordinator or other Association committee chairs, may be invited to attend Legislative Committee meetings and to assist in the Committee’s work.

2. Duties and Responsibilities

- a. Fulfill the functions common to all committees as listed above
- b. Initiate studies of present and possible legislation affecting all types of libraries, as well as studies in the legal and governmental framework in which libraries exist and operate.
- c. Develop a recommended legislative platform for approval by the Executive Board at their summer meeting.
- d. Coordinate the promotion of proposed library legislation and initiate ways and means considered necessary to obtain such legislation.
- e. Remain in close touch with local and state officials to increase their support of libraries and to gain support for needed legislation.
- f. Publish information on the Association’s legislative platform in all Association communication tools.
- g. With the Executive Director, coordinate the Association contract for legislative advocacy and lobbying.
- h. Supervise and direct the job performance of the Legislative Advocate/Lobbyist and annually evaluate his/her work; make recommendations for further action to the Executive Board.
- i. Schedule, plan, advertise, and manage Library Days, the Association’s legislative related event held annually in Tallahassee during the Florida Legislative session. Coordinate any activities for library support group members held during Library Days with the leadership of the Friends, Foundations & Boards group.
- j. Conduct an advocacy donations campaign before Library Days to solicit funds to support the Association’s legislative advocacy/lobbying activities.
- k. Select awardees for Legislative Awards for members of the previous year’s legislature for presentation at Library Days. Awards are presented to legislators in recognition of noteworthy contributions to the support and development of libraries within the state of Florida and may be based on initiating or promoting legislation resulting in increased funding or strengthening of public, school, college, or university libraries. Recognition shall be bestowed on a legislator in actual service during the year, but may be based on accomplishments either in that year or in cumulative years of legislative endeavors. This award is given if, in the judgment of the committee, there is not sufficient evidence of outstanding accomplishments.



Florida Library Association Manual

Library Personnel Recruitment Committee

1. Members
 - a. Minimum of five members appointed for two years. Members should represent various groups within FLA, with emphasis on cultural and ethnic diversity.
 - b. *Ex officio*, non-voting – President and Executive Director
2. Duties and Responsibilities
 - a. Fulfill the functions common to all committees as listed above.
 - b. Develop information materials in coordination with the Membership Committee for distribution to libraries.
 - c. Participate in opportunities to inform college students of professional opportunities in librarianship.
 - d. Inform counselors in four-year academic institutions of career opportunities in libraries.
 - e. Submit a conference program proposal if an appropriate topic and speaker are available.

Membership Committee

1. Members
 - a. Ten members, each of whom serves a two-year term.
 - b. *Ex officio* – President and Executive Director
2. Duties and Responsibilities
 - a. Fulfill the functions common to all committees as listed above.
 - b. Develop and update each year a five year plan for membership growth and retention.
 - c. Carry out the activities described in the five year plan.
 - d. Request space for and staff a membership recruitment table at the annual conference in cooperation with the Conference Committee's Local Arrangements Subcommittee.
 - e. Assess the service needs of FLA members at least once every five years.

Nominating Committee

1. Members
 - a. At least three members; the Committee Chair is the Past President of the Association – there is no Vice-Chair.
 - b. Appointed for one year.
 - c. *Ex officio*, non-voting – Secretary and Executive Director.
2. Duties and Responsibilities
 - a. Fulfill the functions common to all committees as listed above
 - b. Prepare an election slate of at least two nominees for each available office of the Association that considers geographic, ethnic/race, and library type representation.
 - c. Submit the election slate to the Executive Board for approval by the fall meeting.
 - d. Announce the slate in an Association official publication along with the opportunity to submit candidates by petition of at least twenty-five members of the Association, allowing thirty days following publication for receipt of such petitions.



Florida Library Association Manual

- e. Obtain completed Ballot Information forms and digital photographs from each candidate for use in assembling the Association's ballot.
- f. Assemble the final publication-ready ballot and submit to the management company for publication so that the election is completed thirty days before the first day of the annual conference.
- g. Ballots can be in paper or electronic format but must be secure from possible multiple voting from one ballot and provide members an opportunity to vote anonymously.

Planning Committee

1. Members
 - a. Ten members appointed for two years including the Vice-President/President-Elect and Treasurer.
 - b. *Ex officio*, non-voting – President and Executive Director.
2. Roles and Responsibilities
 - a. Fulfill the functions common to all committees as listed above
 - b. Annually review mission, goals and objectives of the Association as they are recorded in the Strategic Plan and recommend new directions to the Executive Board as needed.
 - c. Review and update the Strategic Plan for consideration at the first Executive Board meeting at the annual conference.
 - d. Study and provide information regarding library services and development throughout the State to the Executive Board.
 - e. Perform various short- or long-term study projects upon request by the President or Executive Board.

Public Relations Committee

1. Members
 - a. Five members appointed for two years.
 - b. *Ex officio*, non-voting – President and Executive Director.
2. Roles and Responsibilities
 - a. Fulfill the functions common to all committees as listed above
 - b. Develop and implement public awareness campaigns to inform the public of the value and importance of Florida's libraries
 - c. Assist the Membership Committee and other FLA Committees as needed in developing and implementing public awareness and marketing strategies to inform library employees, supporters, and governing bodies about the Association.
 - d. Complete assignments related to public awareness and marketing as indicated in the Association Strategic Plan and by the President and Executive Board.



Florida Library Association Manual

Scholarship Committee

1. Members
 - a. Eight members, appointed for two years. Members are appointed one each from an academic, public, and special library and a school media center and one each from the library schools at Florida State University and the University of South Florida.
 - b. *Ex officio* – President and Executive Director.
2. Duties and Responsibilities
 - a. Fulfill the functions common to all committees as listed above.
 - b. Establish the deadline for (usually around February 1) and publicize the opportunity to apply for one of three FLA scholarships – one each at the University of South Florida and Florida State University and one from either school awarded to a minority student.
 - c. Receive scholarship applications from the management company and evaluate in order to make a decision about scholarship award.
 - d. Forward award decisions to the management company, President, and Executive Director. The Executive Director notifies winners and asks them to attend the opening session of the conference to be recognized. This notification is followed by a letter from the President on FLA letterhead confirming the award which is copied to the head of the department/school the student attends.
 - e. Monitor funds available in the FLA Scholarship Fund and determine whether a fundraising event is needed either during the year or at the annual conference.
 - f. Schedule, organize and present a fundraiser(s).

FAME Cooperation Committee (ad hoc)

Established in the winter of 2005, this committee is working on ways FLA can cooperate with the Florida Association for Media in Education (FAME). Its planning work will be complete in 2006.