



## **Section 4**

# **Member Groups**



# Florida Library Association Manual

## Member Groups

### *Purpose of Member Groups*

1. Provide a focus for the interaction of Association members who share a common interest or activity related to the provision or support of library service.
2. Communicate about the group's topic
3. Propose related conference programs if desired (proposing a conference program does not assure acceptance),
4. Conduct meetings, workshops, or other events outside conference as desired

### *Member Group Leadership*

1. Each group must have a designated leader, whether elected, appointed by consensus, or through whatever means the group wants to use to select a leader.
2. The leader must agree to be the group's contact with FLA and Association membership as a whole and have his or her name, work location, phone number, and email posted on the Web site.
3. Group leadership is responsible for coordinating planning of group activities and for submitting information to the Association related to those activities on Association forms. Leadership attends all group activities and welcomes participants, introduces speakers, and generally assures that the Association is appropriately represented at those activities.
4. Group leadership advertises the activities of the group to Association and group members.
5. Group leadership holds a business meeting each year at the annual conference for the purpose of determining the next year's leadership and for activity planning.
6. Group leadership keeps the Executive Director and the group's Executive Board liaison informed of activities and does not commit the Association's funds or name to an activity without prior approval from the Executive Board.
7. Group leadership communicates regularly with the group's Executive Board liaison, reports plans and activities on Association forms as requested, submits a final report to the Executive Director at the end of the term of office, and submits a report of conference programs, if any, at the end of the annual conference.
8. Group leadership is responsible for requesting funds for group activities, planning expenditure of any funds allocated to the group, coordinating expenditures with the FLA Office, and assuring that the group does not exceed its allotted budget.
9. Group leadership recommends to the Executive Director candidates from the group membership that should be considered for Association committees and offices.



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10. Leaders must send a report of group activities to the FLA Executive Director at the end of the FLA program year (end of conference to end of conference).
11. Outgoing group leaders are responsible for assuring a new leader is reported to the Executive Director no later than two weeks after the end of the conference each year.
12. Outgoing group leadership turns over all group records to incoming leadership at the end of the term of office.

### *Group Rules*

Rules, bylaws, and other types of organizing information are not required for Member Groups but can be used if the group so desires.

### *Forming and Continuing Member Groups*

1. New groups are formed through the collection of ten signatures on the appropriate FLA form which is then submitted to the Executive Director for review and approval by the Executive Board.
2. Groups must have a designated leader within two weeks following the conference each year to continue into the next program year.
3. At least ten FLA members must be signed up for the group in the FLA membership database by February 20 from 2008 and following to assure continuation of the group past each year's annual conference.

### *Joining Groups*

Association membership includes the opportunity to join as many Member Groups as are of interest to members. Members can join groups when they join or renew their membership, at the annual conference, or at any other time during the year. Joining at times other than initial joining or membership renewal and the conference requires that members request this change through the FLA Office.

### *Group Liaison with Association Leadership*

All member groups are assigned a member of the Executive Board who functions as the group's liaison with Association leadership and who provides guidance about Association policies and procedures, assistance regarding programs and meetings, and communication to the Board regarding the group's activities.