

Committee Roster and Responsibilities 2009-10

CONTINUING EDUCATION Committee Roster

Name/Office	Term	Address	Phone & Email
Chair, Patricia Morris	09-10 through 10-11	NEFLIN, Inc. 2233 Park Avenue, Ste 402 Orange Park, FL 32073-5569	904-278-5620 patty@neflin.org
Vice Chair, Min Tong	08-09 through 10-11	UCF Libraries 1250 N. Hancock Rd. Clermont 34711	352-536-2148 mtong@mail.ucf.edu
Ginny Howerton	09-10 through 10-11	Seminole County Public Library System 215 N. Oxford Road Casselberry, FL 32707	407-655-1505 Fax:407-655-1510 vhowerton@seminolecountyfl.gov
Richard Mott	09-10 through 10-11	Jacksonville Public Library 303 N. Laura Street Jacksonville, FL 32202	904-630-2407 rmott@coj.net
Tina Neville	08-09 through 09-10	Nelson Memorial Library USF St. Pete 140 7 th Ave. South, St Petersburg 33701	727-873-4081 Neville@nelson.usf.edu
Diana Long	08-09 through 09-10	Altamonte Springs City Library 281 N. Maitland Avenue Altamonte Springs 32701	407-571-8841 dllong@altamonte.org
Joan Martin	08-09 through 09-10	Broward County Libraries, 837 E. Hillsboro Blvd., Deerfield Beach 33441	954-360-1381 jmartin@browardlibrary.org
Jae Bass	08-09 through 09-10	St. Johns County Public Library System, 6670 US 1 S., St. Augustine 32086	904-827-6924 jae@neflin.org
David Woolard	09-10 through 10-11	Embry-Riddle Aeronautical University, 600 S. Clyde Morris Blvd., Daytona Beach 32114	386-226-6101 woolardd@erau.edu
Rachel Owens	09-10 through 10-11	Daytona Beach Community College 1819 N. Oleander Avenue, Daytona Beach 32118	386-506-3842 owensr@daytonastate.edu
President, Wendy Breeden Ex Officio, Non-voting	09-10	Lake County Library System, 2401 Woodlea Rd., Tavares 32779	352-253-6180 wbreeden@lakeline.lib.fl.us
John Callahan, Vice-	09-10	Palm Beach County Library	Ph: 561-233-2600

Committee Roster and Responsibilities 2009-10

President/President Elect Non-voting		System 3650 Summit Blvd. West Palm Beach, FL 33406-4198	Fax: 561-233-2644 callahanj@pbclibrary.org
Gladys Roberts, Secretary, Non-voting	Ex Officio	Polk County Library Cooperative 2150 S. Broadway Avenue Bartow, FL 33830	863.519.7958 robertg@pclc.lib.fl.us
Ruth O'Donnell, Conference Committee Chair Non-voting	Ex Officio	3509 Trillium Ct., Tallahassee, FL 32312	850-668-6911 flaexecutivedirector@comcast.net
Exec. Dir. Faye Roberts, Non-voting	Ex Officio	FLA Office, PO Box 1571, Lake City, 32056	386-438-5795 faye.roberts@comcast.net

Committee Responsibilities

From the FLA Manual

- Fulfill the functions common to all committees (attached).
- Advise the Executive Board on policies and practices in continuing education for librarians.
- Conduct a member continuing education needs assessment at least once every three years.
- 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 associations when appropriate to promote effective continuing education activities for members.
- Organize and manage two conference programs:
 - Poster sessions
 - 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.

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

2009-10 FLA Strategic Plan Responsibilities

Goal 3 : The Florida Library Association addresses the continuing education and development needs of its members by encouraging active participation in Association activities and by providing continuing education opportunities to the library community. To provide regional continuing education opportunities:

Committee Roster and Responsibilities 2009-10

1. Committees and member groups partner with Multi-type Library Cooperatives to provide regional continuing education.
2. Management & Administration Member Group and the CE Committee present a management-related program.

Responsibilities 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 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 Archives Committee.
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.