

### Finance Committee Roster

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Executive Director, Faye Roberts Non-voting	386-438-5795 <a href="mailto:faye.roberts@comcast.net">faye.roberts@comcast.net</a>

### 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.

### 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.



## Committee Roster and Responsibilities 2009-10

### 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.
- 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.