

LIBRARY PERSONNEL RECRUITMENT Committee Roster

Name/Office	Term	Address	Phone & Email
Chair, Colleen Thorburn	2007-09 through 2009-10	Tallahassee Community College Library, 444 Appleyard Dr., Tallahassee 32304-2895	850-201-6182 thorburc@tcc.fl.edu
Vice Chair, Jeannette Smithee	2009-10 through 2010-11	SEFLIN, S.E. Wimberly Library, Rm. 452, FAU, 777 Glades Rd., Boca Raton 33431	561-208-0984 877-733-5460 (toll free) smithee@email.seflin.org
Jenny Alleyne	2008-09 through 2009-10	Florida Hospital College of Health Sciences, R.A. Williams Library, 671 Winyah Dr. Orlando, FL 32803	407-303-1851 Jennifer.alleyne@fhchs.edu
Neal Smith	2009-10 through 2010-11	Florida Hospital College of Health Sciences, 671 Winyah Dr., Orlando 32803	407-303-7747 ext. 110-9894 Neal.smithjr@fhchs.edu
Wendy Breeden, President Non-Voting	Ex Officio	Lake County Library System, 2401 Woodlea Rd., Tavares, FL 32778	352-253-6180 wbreeden@lakeline.lib.fl.us
Exec. Director, Faye Roberts Non-voting	Ex Officio	Florida Library Association PO Box 1571 Lake City, FL 32056-1571	386-438-5795 faye.roberts@comcast.net

Committee Responsibilities

From the FLA Manual

- Fulfill the functions common to all committees (attached).
- Develop information materials in coordination with the Membership Committee for distribution to libraries.
- Participate in opportunities to inform college students of professional opportunities in librarianship.
- Inform counselors in four-year academic institutions of career opportunities in libraries.
- Submit a conference program proposal if an appropriate topic and speaker are available.

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.