

Committee Roster and Responsibilities 2009-10

MEMBERSHIP Committee Roster

Name/Office	Term	Address	Phone & Email
Chair, Mary C. Brown	08-09 through 09-10	Union Public Library 175 W. Main St. Lake Butler, 32054	386-496-2526 marycb@neflin.org
Vice Chair, Ruth O'Donnell	09-10 through 10-11	3509 Trillium Ct., Tallahassee 32312	850-668-6911 ruth.odonnell@comcast.net
Marian Smith	06-07 through 09-10	Learning Resources Center - 108 Central Florida Community College 3001 SW College Road Ocala, FL 34474-4415	352-854-2322, ext. 1399 smithmar@cf.edu
Tasha Lucas Youmans	08-09 through 09-10	640 Dr. Mary Mcleod Bethune Blvd. Daytona Beach, FL 32114	386-481-2186 youmanst@cookman.edu
Mary C. Brown	08-09 through 09-10	Union Public Library 175 W. Main St. Lake Butler, Florida	386-496-2526 marycb@neflin.org
Susan Reynolds	08-09 through 09-10	2720 E. Silver Spring Blvd. Ocala, FL 34470	352-368-4563 susan.reynolds@marioncountyfl.org
Edith Ramlow	08-09 through 09-10	3800 S. Lecanto Hwy. Lecanto, FL 34461	352-249-1205 ramlowe@cf.edu
Gretchen Mitchell	08-09 through 09- 10	Jacksonville Public Library, 303 N. Laura St., Jacksonville 32202	904-630-1666 gmitch@coj.net
Dr. Linda Swaine	09-10 through 10-11	College of Information Florida State University P.O. Box 3062100 265 B Louis Shores Building 142 Collegiate Loop Tallahassee, FL 32306- 2100	850-645-6943 lswaine@admin.fsu.edu
Joan Martin	09-10 through 10-11	Broward County Libraries Deerfield Beach Branch 837 E. Hillsboro Blvd., Deerfield Beach 33441	954-360-1380 Ext. 28 jmartin@browardlibrary.org
Morgan Reeves	09-10	Hollywood Branch, Broward County Library, 2600 Hollywood Blvd., Hollywood 33020	954-926-2430 ext 234 mreeves@browardlibrary.org

Committee Roster and Responsibilities 2009-10

Wendy Breedon, President Non-Voting	Ex Officio	Lake County Library System 2401 Woodlea Rd., Tavares, FL 32778	352-253-6180 wbreedon@lakeline.lib.fl.us
Exec. Director, Faye Roberts Non-voting	Ex Officio	FLA Office, P.O. Box 1571 Lake City, FL 32056	386-438-5795 faye.roberts@comcast.net

Committee Responsibilities

From the FLA Manual

- Fulfill the functions common to all committees (attached).
- Develop and update each year a five year plan for membership growth and retention.
- Carry out the activities described in the five year plan.
- Request space for and staff a membership recruitment table at the annual conference in cooperation with the Conference Committee's Local Arrangements Subcommittee.
- Assess the service needs of FLA members at least once every five years.

Responsibilities from the 2009-10 Strategic Plan

Goal 2, Activity A: Implement and update Recruitment & Retention Marketing Plan 2006 – 2010.

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.