

## Committee Roster and Responsibilities 2009-10

### NOMINATING Committee Roster

Name/Office	Term	Address	Phone & Email
Chair, Mercedes Clement, Past President	09-10	Daytona State College 1200 International Speedway Blvd. Daytona Beach 32120	386-506-3440 clemenm@daytonastate.edu
John Callahan	09-10	Palm Beach County Library System 3650 Summit Blvd. West Palm Beach, FL 33406-4198	561-233-2600 callahanj@pbclibrary.org
Bernadette Storck	09-10	4106 Pine Lake Lane #101 Tampa, FL 33618-8656	813-968-8533 bstorck@aol.com
Gladys Roberts, Secretary Non-Voting	Ex Officio	Polk County Library Cooperative 2150 S. Broadway Avenue, Bartow 33830	863-519-7958 robertg@pclc.lib.fl.us
Executive Director, Faye Roberts Non-voting	Ex Officio	FLA Office P.O. Box 1571 Lake City 32056-1571	386-438-5795 Faye.roberts@comcast.net

### Committee Responsibilities

From the FLA Manual

- Fulfill the functions common to all committees (as attached).
- Prepare an election slate of at least two nominees for each available office of the Association that considers geographic, ethnic/race, and library type representation.
- Submit the election slate to the Executive Board for approval by the fall meeting.
- Announce the slate in an Association official publication along with the opportunity to submit candidates by petition of at least twenty-five members of the Association, allowing thirty days following publication for receipt of such petitions.
- Obtain completed Ballot Information forms and digital photographs from each candidate for use in assembling the Association's ballot.
- Assemble the final publication-ready ballot and submit to the management company for publication so that the election is completed thirty days before the first day of the annual conference.
- Ballots can be in paper or electronic format but must be secure from possible multiple voting from one ballot and provide members an opportunity to vote anonymously.

### Responsibilities common to all committees

1. File reports in a timely fashion and on standard Association forms.

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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.