

**PLANNING Committee Roster**

<i>Name/Office</i>	<i>Term</i>	<i>Address</i>	<i>Phone &amp; Email</i>
Chair, John Van Berkel	2008-09 through 2009-10	Manatee County Public Library System, 1301 Barcarrota Blvd. W., Bradenton 34205	941-748-5555 ext. 244 <a href="mailto:John.vanberkel@mymanatee.org">John.vanberkel@mymanatee.org</a>
Vice Chair, Sharon Hill	2009-10 through 2010-11	Palm Beach Co. Library System, 3650 Summit Blvd., West Palm Beach 33406-4198	561-233-2600 <a href="mailto:hills@pbclibrary.org">hills@pbclibrary.org</a>
Diana Sachs-Silveira	2009-10 through 2010-11	TBLC, 1202 Tech Blvd., Ste. 202, Tampa, FL 33619	813-622-8252 <a href="mailto:sachsd@tblc.org">sachsd@tblc.org</a>
Barbara West	2008-09 through 2009-10	Ocala Public Library	352-465-1971 <a href="mailto:folocala@msn.com">folocala@msn.com</a>
Wendy Breeden, President Non-Voting	Ex Officio	Lake County Library System, 2401 Woodlea Rd., Tavares 32779	352-253-6180 <a href="mailto:wbreeden@lakeline.lib.fl.us">wbreeden@lakeline.lib.fl.us</a>
Exec. Director, Faye Roberts Non-voting	Ex Officio	FLA Office, P.O. Box 1571 Lake City, FL 32056	386-438-5795 <a href="mailto:Faye.roberts@comcast.net">Faye.roberts@comcast.net</a>

**Committee Responsibilities**

From the FLA Manual

- Fulfill the functions common to all committees (attached).
- Annually review mission, goals and objectives of the Association as they are recorded in the Strategic Plan and recommend new directions to the Executive Board as needed.
- Review and update the Strategic Plan for consideration at the first Executive Board meeting at the annual conference.
- Study and provide information regarding library services and development throughout the State to the Executive Board.
- Perform various short- or long-term study projects upon request by the President or Executive Board.

**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.

*Committee Roster and Responsibilities*

*2009-10*

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.