

## Committee Roster and Responsibilities 2009-10

### **PUBLIC RELATIONS Committee Roster**

Name/Office	Term	Address	Phone & Email
Chair, Morgan Reeves	2009-10 through 2010-11	Hollywood Branch/Broward County Library 2600 Hollywood Blvd Hollywood, FL 33020	954-926-2430 x234 <a href="mailto:mreeves@browardlibrary.org">mreeves@browardlibrary.org</a>
Vice Chair, Ann Haywood	2009-10 through 2010-11	Bruton Memorial Library 302 McLendon St., Plant City 33563	813-757-9215 <a href="mailto:ahaywood@plantcitygov.com">ahaywood@plantcitygov.com</a>
Judy Buckland	2009-10 through 2010-11	Lake County Library System 2401 Woodlea Road Tavares, FL 32778	(352) 253-6180 <a href="mailto:jbuckland@lakeline.lib.fl.us">jbuckland@lakeline.lib.fl.us</a>
Pat Ventura	2008-09 through 2009-10	Broward Libraries/ Southwest Regional Library, 6016 Dewey St., Hollywood 333023	954-538-9956 <a href="mailto:pventura@browardlibrary.org">pventura@browardlibrary.org</a>
Mary Balint	2008-09 through 2009-10	Okaloosa County Pub. Lib. Cooperative, 206 N. Partin Drive, Niceville, FL 32578	850-609-5101 <a href="mailto:mbalint@co.okaloosa.fl.us">mbalint@co.okaloosa.fl.us</a>
Jim Ehlers	2008-09 through 2009-10	Citrus County Library, 425 W. Roosevelt Blvd., Beverly Hills 34465	352-746-9077 <a href="mailto:jime@cclib.org">jime@cclib.org</a>
Sarah Hammill	2009-10 through 2010-11	Florida International University, 3000 NE 151st St. / Biscayne Bay, Rm 209 Library, North Miami, FL 33181	305-919-5604 <a href="mailto:hammills@fiu.edu">hammills@fiu.edu</a>
Joan Martin	2009-10 through 2010-11	Deerfield Beach Percy White Branch, Broward County Library	954-360-1380 <a href="mailto:jmartin@browardlibrary.org">jmartin@browardlibrary.org</a>
Victoria Stuart	2009-10 through 2010-11	USF Student	813-731-7665 <a href="mailto:stuartjv@verizon.net">stuartjv@verizon.net</a>
Mary C. Brown	2009-10	Union Co. Public Library 175 W. Main St. Lake Butler, 32054	386-496-2526 <a href="mailto:marycb@neflin.org">marycb@neflin.org</a>
Wendy Breeden, President Non-voting	Ex Officio	Lake County Library System 2401 Woodlea Road Tavares, FL 32778	(352) 253-6180 <a href="mailto:wbreeden@lakeline.lib.fl.us">wbreeden@lakeline.lib.fl.us</a>
Faye Roberts, Ex. Dir. Non-voting	Ex Officio	P.O. Box 1571 Lake City, FL 32056	386-438-5795 <a href="mailto:faye.roberts@comcast.net">faye.roberts@comcast.net</a>

### **Duties and Responsibilities**

1. Members
  - a. Five members appointed for two years.



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- b. *Ex officio*, non-voting – President and Executive Director.
2. Roles and Responsibilities
- a. Fulfill the functions common to all committees as listed above
  - b. Develop and implement public awareness campaigns to inform the public of the value and importance of Florida's libraries
  - c. Assist the Membership Committee and other FLA Committees as needed in developing and implementing public awareness and marketing strategies to inform library employees, supporters, and governing bodies about the Association.
  - d. Complete assignments related to public awareness and marketing as indicated in the Association Strategic Plan and by the President and Executive Board.

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### **Responsibilities from 2009-10 FLA Strategic Plan**

Goal 4 directs the Executive Director, Publication Editors and the Public Relations Committee to disseminate and communicate ideas and information about the Association, libraries, and library issues to the library community and to the public to tell the FLA and library story by:

- issuing media releases as needed.
- communicating with members through Association publications, web site, blog, and email list messages.
- creating a display package for conferences and events

### **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.