

Committee Roster and Responsibilities 2009-10

SCHOLARSHIP Committee Roster

Name/Office	Term	Address	Phone & Email
Chair, Pam Doffek	08-10	Goldstein Library, College of Information, Florida State University, Tallahassee 32306	850-644-0461 pdoffek@ci.fsu.edu
Vice Chair, Debra Rhodes Gibson	09-10 through 10-11	St. Johns County Public Library System 6670 US 1 South St. Augustine 32086	904-827-6926 dgibson@sjcfl.us
Andrew Todd	09-10	BCC/UCF Joint-use Library 1519 Clearlake Road, Cocoa, FL 32922	321-433-7878 atodd@mail.ucf.edu
Aysegul Kapucu	09-10	UCF/ P.O. Box 162666 Orlando, FL 32816-2666	407-823-1218 akapucu@mail.ucf.edu
Christina Hastie	09-10	Daytona Beach College, Deland Campus Library, 1155 County Rd. 4139, Deland 32724	386-785-2018 hastiec@dbc.edu
Mary C. Brown	09-10	Union County Public Library, 175 W Main Street, Lake Butler 32054	386-496-3432 marycb@neflin.org
Kaya Townsend van Beynan	09-10	University of South Florida St. Petersburg, Nelson Poynter Memorial Library, 140 7 th Ave. S., St. Petersburg 33701	727-873-4626 kayatown@nelson.usf.edu
Suzanne Lynch Johnson	09-10	Valencia Community College West Campus Library 1088 S. Kirkman Rd., Orlando 32802	407-582-1536 slynch@valenciacc.edu
Dee Bozeman	09-10	Daytona Beach College/ UCF Joint-Use Library, 1200 W. International Speedway Blvd., Daytona Beach 32120-2811	386-506-3353 dbozeman@mail.ucf.edu
Wendy Breeden, President Non-Voting	Ex Officio	Lake County Library System, 2401 Woodlea Rd., Tavares, FL 32778	352-253-6180 Fax 352-253-6184 wbreeden@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).
- Establish the deadline for (usually around February 1) and publicize the opportunity to apply for one of three FLA scholarships – one each at the University of South Florida and Florida State University and one from either school awarded to a minority student.

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- Receive scholarship applications and evaluate them in order to make a decision about scholarship awards.
- Forward award decisions to the management company, President, and Executive Director. The Executive Director notifies winners and asks them to attend the opening session of the conference to be recognized. This notification is followed by a letter from the President on FLA letterhead confirming the award which is copied to the head of the department/school the student attends.
- Monitor funds available in the FLA Scholarship Fund and determine whether a fundraising event is needed either during the year or at the annual conference.
- Schedule, organize and present a fundraiser(s).

Responsibilities from FLA 2009-2010 Strategic Plan:

Goal 2. The Florida Library Association builds membership and organizational strength through member recruitment and retention efforts, frequent communication with members, and excellence in governance. Activity E of this goal is to encourage continuing education and professional development:

1. Publicize and solicit scholarship opportunities.
2. Evaluate nominations and award scholarships.
3. Raise funds for scholarship awards

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.