

# Florida Health Sciences Library Association (FHSLA)

## Policy and Procedures

### **Membership Committee (12/05)**

(See also Newsletter Editor and Database Directory Editor)

#### **Charge:**

The charge of the Membership Committee is to maintain the present level of Association membership and annually reassess growth potential.

#### **Objectives:**

1. Expand recruiting for membership to include library schools, junior colleges with allied health programs, public libraries with consumer health programs, non-professional library managers, and newly appointed librarians in the State. Add them to the Association mailing list and make appropriate further contacts.
2. Include Membership Application/Committee Volunteer form in each issue of the newsletter, titled FHSLA Alert.
3. Contact:
  - a. Individuals and institutions who previously were members of the Association.
  - b. Florida members of associations such as MLA, SC/MLA, etc. (Also suggest sending an FHSLA representative to Annual Meeting of FLA to exhibit and distribute membership brochures.

#### **Membership:**

The Membership Chair shall appoint sufficient members from various geographical areas to support its activities. The Membership Chair also serves on the Executive Committee as an ex-officio member.

#### **Duties and Responsibilities of the Committee:**

1. Design Membership Application/Committee Volunteer form and distribute with each issue of the Alert. Coordinate with Newsletter Editor to meet appropriate deadlines. Send a copy to the Webmaster for display on the FHSLA Web site.
2. Design, publish, and distribute brochures or place ads in state publications to publicize the Association and recruit new members as directed by the Executive Committee. (e.g., FHSLA placed an ad in the FLA publication Flash.
3. Send out special mailings to former or prospective members as deemed necessary to maintain and build membership. Mailings should be timed so that responses can be received prior to the Annual Meeting. Coordinate with the President on all special mailings. (See also Objective 1 above, taken from the Strategic Plan.

4. Membership Chair will report on all activities at Executive and Annual Business Meetings, submit an Annual Report to the President, and submit a copy of any meeting reports to the President for placement in the archives.
5. Send e-mail address of new members and changes in current members' addresses to the Electronic Discussion List Coordinator, the Database Directory Editor, and the Web Master.
6. Membership Chair will contact all honorary members on an annual basis to verify mailing address. The current Honorary Membership Form may be used for this purpose.
7. Submit a copy of any Annual Report and any brochures, etc. to the President for placement in the archives.

## **CALENDAR OF EVENTS**

### **May:**

Pending approval by the Executive Committee, prepare an exhibit to take to the FLA Annual Meeting.

Update Membership Application/Committee Volunteer form and notify web master and Alert Editor of any changes (dates, etc.).

### **Fall:**

Distribute Membership Application/Committee Volunteer forms in Alert, if third issue is published.

### **November-December:**

Prepare and submit mid-year status report to the Executive Committee.

### **February:**

Send out any special mailings to prospective or former members.

### **April:**

Prepare reports for Executive and Annual Meetings. Be sure to bring the list of names of members with unpaid dues to Annual Meeting and be prepared to accept membership renewals.

### **After Annual Meeting:**

Submit a copy of any Annual Report and any brochures, etc. to the President for placement in the archives.

Committee Chair shall appoint committee members.