

# Florida Health Sciences Library Association (FHSLA)

## Policy and Procedures

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

The Program Committee is a standing committee that reports to the President.

#### **Charge:**

The charge of the Program Committee is to provide support for the changing roles of the membership through the Association's activities.

#### **Objectives:**

(See Strategic Plan Mission Statement)

The objectives are listed in the "Programming" section of the Strategic Plan. These objectives are the responsibility of the committee as a whole and can change as the one year and five-year plans are revised.

#### **Membership Appointments:**

The President and Vice-President share the co-chairmanship and serve one year in each office. Members are appointed by the co-chairs. They assist the Chair with program planning and distribution, local arrangements and publicity, hospitality, registration, etc., for the Annual Meeting.

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

1. Schedule all events which constitute the official program.
2. Select meeting theme.
3. Invite speakers.
4. Present program plan for the Annual Meeting to the Executive Committee for approval.
5. Follow, as closely as possible, the goal and objectives for the meeting content and format, as stated in the Strategic Plan. Send program information to the Newsletter Editor for publication in the Alert.
6. Suggest criteria for the Annual Meeting content and format - revise as necessary.
7. Prepare a budget and submit expenses to be incurred. Registration fees will be determined by the expenses projected. These figures will be presented to the Executive Committee for approval prior to development of the program brochures.
8. The registration coordinator creates a "Master Account List" to account for each attendee's name, institution, and payment amount. Coordinate with Treasurer in transfer of Registration monies. Staple copy of each check and stub, to a copy of the appropriate Registration form. Send these copies, along with the "Master Account List", to the Treasurer.

9. Issue complimentary registration, banquet or luncheon tickets, to non-members who assist the Program Chair with the Annual Meeting. This is decided at the discretion of the Program Chair and the President. (Usually these non-members are paraprofessional staff working at the institution of the Program Chair.).
10. Allow purchase of social event tickets by honorary members and guests of registrants to the Annual Meeting.
11. Assigns a "buddy" from the Local Arrangements Committee to the Keynote speaker and to first time attendees, to help them feel more comfortable.
12. Send thank you letters to the speakers.
13. Submit Annual Report to the President for placement in the archives.