

# Florida Health Sciences Library Association (FHSLA)

## Policy and Procedures

### Membership Database Editor (12/05)

#### **Charge:**

The charge of the Database Directory Editor is to maintain, update, and edit the FHSLA membership database and to publish the annual Association Membership Directory.

The Database Directory editor is appointed by the President, with the approval of the Executive Committee, and is a member of the Membership Committee.

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

1. Compile the annual Association Membership Directory from the FHSLA membership database following the Annual Meeting. Distribute copies to the FHSLA discussion list and also to those needing surface mailing. This includes the honorary members of the Association.
2. Receive a completed Membership Application/Committee Volunteer forms from the Treasurer to post information to the FHSLA membership database.
3. Maintain database of current, prospective, honorary, and former members. Current database of names is flagged according to membership status.
  - According to the Bylaws, Article II, Section 2, B "Membership is terminated by non-payment of dues".
  - Article II, Section 4, B further states: "Dues are due and payable at the beginning of the fiscal year and become delinquent on February 14th". On this date delinquent members will be marked as inactive from membership.
4. Print mailing labels for Annual Meeting packets and any members receiving surface mail copies of the Alert. Coordinate with Alert Editor and Local Arrangements Chair to meet appropriate deadlines. No other mailing labels may be printed except for use by the Membership Committee or at the direction of the President.

#### **Calendar of Events**

##### **Spring**

1. Maintain membership database with new members; change of contact information.
2. Create mailing labels for Annual Meeting packets and other association mailings as needed.

##### **Summer:**

Compile and publish the annual Florida Health Sciences Association Directory.

##### **After Annual Meeting:**

Update the officer and committee appointments in the database prior to the annual directory distribution.