

# Florida Health Sciences Library Association (FHSLA)

## Policy and Procedures

### **President (09/05)**

The Vice-President assumes the duties and responsibilities of President at the close of the Annual Meeting.

### **Charge:**

The charge of the President is to maintain the Association and accomplish the Mission Statement objectives as stated in the Bylaws.

### **Duties:**

1. Call to order and preside at all meetings of the FHSLA and the Executive Committee. At least one meeting should be held for planning in the fall of each year.
2. Appoint all standing and ad-hoc committee chairs, as soon as possible, after taking office and in accordance with the Bylaws. Serve as ex-officio member of all committees.
3. Write a "Presidents Page" column for each issue of the ALERT.
4. Write vendors in January requesting (soliciting) support of Annual Meeting.
5. Write thank you letters to sponsors supporting Annual Meeting.
6. Review progress of Annual Meeting plans.
7. Approve expenses of officers and committees in performance of their duties.
8. Organize Annual Business Meeting. A motion was passed at the 2009 Annual Meeting that instead of supplying printed packets of all the minutes and annual reports needing approval for each meeting attendees, a binder of documents be available at the registration desk along with 1-2 packets for each table. They will also be posted on the FHSLA website 2 weeks prior to the meeting. Reports must be in size 12 font, and if possible, projected on a screen during the Business Meeting.
9. Obtain written annual reports from each committee chair and officer.
10. Coordinate planning of Annual Meeting program with the Vice President and hosts the Annual Meeting as well as all Annual Meeting activities.
11. Coordinate the work of all committees to see that work is completed on time and in the required format.
12. Coordinate publication of the newsletter with the Editor and Publisher.
13. Appoint Newsletter Editor every three years at close of Annual Meeting. The responsibility of publication of the newsletter is rotated among the four academic medical institutions. (See also "Newsletter Editor")

14. Coordinate publication of the membership directory with Membership Committee, to be published following the Annual Meeting of each year.
15. Solicit invitations for meeting sites for the next year's Annual Meeting to be announced at the Annual Meeting.
16. Prepare agenda for Annual Business Meeting to be put in attendees' registration packets, or have copies available to pass out to members at the beginning of the business meeting.
17. 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.) Annual Meeting responsibilities:
  - a. Welcome attendees and turn program over to Vice President.
  - b. Conduct Annual Business Meeting.
  - c. Recognize and introduce vendors supporting the meeting.
  - d. Turn over gavel to in-coming President at the end of the business meeting.
18. President writes a letter to scholarship recipients' Library School Dean or Administration to acknowledge their award.
19. President writes a letter to the administration of the person awarded the Librarian of the Year.
20. President signs prepared certificates which the Honors and Awards Committee Chair passes out during the Business Meeting.
21. Send thank you letters to all participating vendors after the Annual Meeting.
22. Send letters of appreciation to all outgoing officers, committee chairs and meeting host.
23. Verify that Treasurer completes and returns the "Nonprofit Corporation Annual Report" prior to May 1st each year to maintain the association's corporation status and the Upon completion of filing, the Secretary will be notified for recording purposes.
24. Verify that Treasurer completes and returns the "Consumer's Certificate of Exemption" which is renewed every five years (see Treasurer duties for next renewal). Upon completion of filing, the Secretary will be notified for recording purposes.
25. Send the volunteer information from the completed Membership Application/Volunteer Forms received from the Treasurer to the representative Committees Chairs.
26. Forward a copy of the President's and other (Officers, Committee chairs, and Principals) Annual Reports to the President for placement in the archives.
27. Forward current files to the new President. Send files of Past President (if any) to FHSLA Archives at address above.

## **CALENDAR OF EVENTS**

### **April:**

Write thank you letters to sponsors, past officers, meeting hosts. Appoint committees and committee chairs. Appoint other positions such as Archivist/Historian, Discussion List Coordinator, Membership Database Editor, Newsletter Editor, and Webmaster.

### **Summer:**

Write column for the ALERT.

### **September:**

Organize fall Executive Committee meeting. This meeting can be coordinated with Strategic Planning Committee (SPC). Travel expenses are paid for by the Association. Look for a meeting place for next year. Take into account a schedule of locations that shift geographical area from year to year.

### **Fall:**

Write column for the ALERT, if a third issue is published.

### **December:**

Appoint Nominating Committee with Vice-President (VP) as Chair. A copy of the "Slate of Officers" shall be included in each Registration Packet at the Annual Meeting.

### **January:**

Write column for the ALERT. Coordinate tax reports with the Treasurer. Solicit sponsors for Annual Meeting.

### **February:**

Check on progress of meeting plans. Organize Annual Business Meeting (write rough draft of agenda). Notify each committee chair and others to submit written reports at the Annual Meeting

### **April:**

Attend Annual Meeting. Write thank you letters.

### **Apr/May:**

Appoint Newsletter Editor, every three years. See Newsletter Editor section for rotation list.

Write acknowledgement letters to the Administration of scholarships and Librarian of the Year award recipients.