

Florida Health Sciences Library Association (FHSLA)

Policy and Procedures

CONTINUING EDUCATION COMMITTEE (4/2014)

The Continuing Education (CE) Committee assumes the duties and responsibilities at the close of the Annual Meeting or as soon as appointed.

Charge:

The charge of the CE Committee is to arrange for the CE courses offered at the Annual Meeting. This includes surveying the members either formally or informally; and coordinating arrangements with the instructors, the program committee and the hotel or meeting place.

Duties:

1. Gather input from the Strategic Planning Committee (SPC), Florida consortia, or any CE surveys to determine the desired courses. Also consult regional or national databases of available accredited CE courses such as the MLA Continuing Education Clearinghouse.
2. Work with the Program Committee and the Treasurer to establish a CE budget.
3. It is customary for FHSLA to pay traveling expenses, which includes one night at the hotel, food and the honorarium. If the instructor is a federal employee and cannot accept an honorarium, make arrangements with the Program Committee for a gift or appropriate contribution to be made to an organization/society/association of that instructor's choice.
4. The CE Chair will confirm all arrangements. Instructors should sign the official FHSLA CE Instructor/Keynote Speaker Contract. The original signed contract will be given to the Treasurer.
5. Contact the instructors to verify the course description and ask for a current biographical sketch. This information will be given to the Program Committee to include in the registration and/or meeting information.
6. Obtain a list of registrants for each course from the person who is handling the meeting registration. This list will be sent to MLA along with the course evaluations. (See step #10 for directions on how to obtain MLA evaluations). If desired by instructors, prepare a course roster and include name, institution, and email address.

7. Contact instructors one week prior to the meeting to confirm all arrangements. If instructors need to be met at the airport or have other transportation needs, make those arrangements. Ask the instructor how they want to handle the CE certificates for the participants.
8. Appoint one or more local FHSLA members to assist with room inspection, obtaining anything the instructor may need, etc.
9. Just prior to, or on the morning of class, check CE rooms to see if instructors have any last minute needs.
10. Write thank you letters to instructors.

CALENDAR OF EVENTS

Prior to Mid-Year SPC Meeting:

- Write report for mid-year Strategic Planning Meeting with activities and planned CEs for Annual Meeting. Include all costs associated with the CEs.

After the SPC Meeting:

- Finalize budget; contact instructors and have them sign the official FHSLA CE Instructor/Keynote Speaker Contract; gather information on instructors AV needs, computer requirements, room set-ups, syllabus purchase, printing or duplication needs.

Prior to Annual Meeting: 12 weeks before annual meeting

- Prepare an annotated course list for inclusion in the packet.

Prior to Annual Meeting: 1-2 weeks before meeting

- Prepare course rosters. Ask the instructor how they want to handle the CE certificates for the participants.
- Have a list of each instructor's AV/computer/room set-up requirements. Having this list available helps in dealing with the event staff, should there be any problems.

Annual Meeting

- Provide oral report at the Business Meeting on the number of courses, number of registrants and any other pertinent information.

Post Meeting

- Write thank you notes.