

Florida Health Sciences Library Association (FHSLA)
Policy and Procedures

MEMBERSHIP DATABASE EDITOR (4/2014)

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.

Calendar of Events

Spring

- Maintain membership database with new members; change of contact information.

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.