

Florida Health Sciences Library Association (FHSLA)

Policy and Procedures

PRESIDENT (4/2014)

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. Review progress of Annual Meeting plans.
5. Approve expenses of officers and committees in performance of their duties.
6. Prepare agenda for Annual Business Meeting.
7. Organize Annual Business Meeting. Meeting minutes and annual reports needing approval must 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.
8. Obtain written annual reports from each committee chair and officer.
9. Coordinate the work of all committees to see that work is completed on time and in the required format.
10. 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.
11. President writes a letter to scholarship recipients' Library School Dean or Administration to acknowledge their award.

12. President writes a letter to the administration of the person awarded the Librarian of the Year.
13. Send letters of appreciation to all outgoing officers, committee chairs and meeting host.
14. 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.
15. Verify that the Treasurer electronically files Form 990-N (e-Post card) with the IRS prior to May 15 each year to maintain the associations tax-exempt status
16. 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.

CALENDAR OF EVENTS

Upon Taking Office

- Appoint committees and committee chairs

Summer

- Write column for the FHSLA Alert

Fall

- Organize fall Executive Committee meeting. This meeting can be coordinated with Strategic Planning Committee (SPC). Travel expenses are paid for by the Association.
- Write column for the ALERT, if a third issue is published.

Winter

- Write column for the ALERT. Coordinate tax reports with the Treasurer.
- 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 least four weeks before the Annual Meeting.

Spring

- Attend Annual Meeting. Write thank you letters.
- Write acknowledgement letters to the Administration of scholarships and Librarian of the Year award recipients.