

Florida Health Sciences Library Association (FHSLA)
Policy and Procedures

PROGRAM COMMITTEE (4/2014)

The Program Committee is a standing committee that reports to the President.

Charge:

The charge of the Program Committee is to provide support for the changing roles of the membership through the Association's activities.

Objectives:

The objectives are listed in the "Programming" section of the Strategic Plan. These objectives are the responsibility of the committee as a whole and can change as the one year and five-year plans are revised.

Membership Appointments:

The Vice-President shall serve as co-chairman of the Program Committee with the host of the annual meeting. Members are appointed by the co-chairs. They assist the co-chairs with program planning and distribution, local arrangements and publicity, hospitality, registration, etc., for the Annual Meeting.

Duties and Responsibilities of the Committee:

1. Schedule all events which constitute the official program.
2. Select meeting theme.
3. Prepare a budget and calculate expenses to be incurred. Registration fees will be determined by the expenses projected. These figures will be presented to the Executive Committee for approval prior to development of the program materials.
4. Invite speakers.
5. Present program plan for the Annual Meeting to the Executive Committee for approval.
6. Write vendors in January requesting (soliciting) support of Annual Meeting.
7. Send program information to the Newsletter Editor for publication in the Alert.

8. 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 Vice President.
9. Allow purchase of social event tickets by honorary members and guests of registrants to the Annual Meeting.
10. Assigns a "FHSLA Ambassador" to first time attendees, to help them feel more comfortable. An ambassador can be any FHSLA member who has attended at least one previous meeting and/or has served as an officer or committee member.
11. Send thank you letters to the speakers.
12. Send thank you correspondence to all participating vendors/sponsors.