









Florida Library Association Committee Descriptions

<u>Committee</u>	<u>Description</u>	<u>Term of Service</u>
	<p>Ensures the recognition of outstanding organizations and individuals for their contributions to librarianship in Florida by publicizing award opportunities, by accepting and evaluating nominations, and by selecting and recognizing deserving recipients.</p>	<p>2 years</p>
 <p>Conference Planning</p>	<p>Plans and coordinates the FLA Annual Conference by completing tasks such as: managing the breakout sessions, securing exhibitors, researching speakers, planning networking and social events, and coordinate our performer's showcase.</p>	<p>2 years</p>
 <p>Continuing Ed</p>	<p>Keeps the Executive Board abreast on all of the current policies and practices for libraries in Continuing Education. Oversees member assessments on CE every 3-years, and maintains a CE plan. Facilitates & manages two conference programs-Poster Sessions and Roundtable Sessions.</p>	<p>2 years</p>
 <p>Finance</p>	<p>Attend meetings to go over FLA's finances and to prepare a budget to bring to the Executive board. Maintains the budget; reviews and makes recommendations based on the previous year's financial reports and investments.</p>	<p>1 year</p>
 <p>Outcomes & Standards</p>	<p>Oversees, reviews, and maintains the current public library standards document (PLSD) to insure that included statistical information is the latest available. Updates the PLSD every three years as needed.</p>	<p>3 years</p>
 <p>Fundraising</p>	<p>Plans and carries out all fundraisers. Coordinates and maintains relationships with donors and potential donors. Researches and develops fundraising strategies</p>	<p>2 years</p>
	<p>Maintains the job description for the Executive Director and makes recommendations for a new director if the position needs to be filled. Evaluates the director's job performance and submits an annual report to the Executive Board.</p>	<p>2 years</p>
 <p>Intellectual Freedom</p>	<p>Keeps abreast of all of the encroachments on intellectual freedom. Acts as an advisory board to the Executive Board in safeguarding the rights of Florida library users. Investigates any case of censorship; and creates an IF program at the FLA conference at a minimum of every other year.</p>	<p>2 years</p>

Florida Library Association Committee Descriptions

Committee	Description	Term of Service
 Development	<p>Designs various programs to help propagate leadership within library employees and the FLA. Oversees the FLA mentoring program and puts together programs for the FLA conference and for continuing education.</p>	2 years
 Legislative	<p>Develops a recommended legislative platform for approval by the Executive Board. Maintains relationships with local and state officials to increase their support of libraries and to gain support for needed legislation. Oversees the advocacy donations campaign before Library Days to solicit funds to support the Association's legislative advocacy/lobbying activities.</p>	2 years
 Library Career	<p>Works in conjunction with university counselors to inform future librarians of the various job openings in libraries. Works with the Membership Committee to create brochures to advocate careers in libraries. Plans an ap-</p>	2 years
 Marketing	<p>Assists the Membership Committee and other committees in developing and implementing public awareness and marketing strategies to inform library employees, supporters, and governing bodies about the Association.</p>	2 years
 Membership	<p>Oversees membership and member retention. Mans a table at the FLA conference every year to recruit new members and answer any needs that members (both new and old) might have. Maintains the five-year plan for members,</p>	2 years
 Nominating	<p>Prepares the election slate with the needed demographics and photos. Assembles the final publication-ready ballot and submits to the FLA Office for publication so that everything is ready by the opening day of the FLA conference.</p>	1 year
 Planning	<p>Studies and provides information regarding library services and development throughout the State to the Executive Board. Oversees and maintains the Strategic Plan, and makes suggestions as needed to the Executive Board. Works with the President and/or the Executive</p>	2 years
 Scholarship	<p>Oversees the scholarship applications and selects scholarship recipients. Monitors scholarship funds; coordinates and oversees fundraisers to help replenish the scholar-</p>	2 years