

Florida Association for Staff Development

Officer/Director General Responsibilities

1. Attend all meetings of the Board of Directors and general membership.
2. Conduct the business of the Corporation, to include:
 - a. Preparing and authorizing a general budget;
 - b. Establishing guidelines for expenditures;
 - c. Setting the time and place of each general meeting and,
 - d. Attending to all business which occurs between meetings.
3. Communicate with the president and other members of the Board.
4. Carry out the aims, vision, mission and purposes of the Corporation.

President Responsibilities

1. Call all meetings of the Board of Directors and the general membership.
2. Set the agenda for all Board meetings and general membership meetings.
3. Conduct all Board and general membership meetings.
4. Appoint chairpersons for all standing and ad hoc committees.
5. Appoint a parliamentarian from the Board of Directors.
6. Report highlights of each conference in the newsletter.
7. Communicate as the official representative for the Corporation.
8. Coordinate planning for the corporation conferences and meetings.
9. Announce election results to the membership.
10. Assume the responsibilities of Immediate Past-President upon the completion of term as president.

Immediate Past-President Responsibilities

1. Serve as an advisor to the president upon request.
2. Serve on the Nominations Committee.
3. Assist in collecting, updating and keeping information, memorabilia, etc. to be added to the archives.
4. Assist in transferring the archives to the incoming Immediate Past-President by the close of the Annual Meeting of Members.
5. Serve as a delegate to any affiliates as requested by the Board of Directors.

President-Elect Responsibilities

1. Assume the responsibilities of the President when appropriate and/or necessary.
2. Chair the audit committee.
3. Serve as advisor to the Nominations Committee.
4. Perform duties and responsibilities as assigned by the President.
5. Automatically become President at the close of the term of office.
6. Serve as liaison to committees as needed.

Secretary Responsibilities

1. Record and disseminate minutes of all Corporation Board, Executive, and Business Meetings.
2. Maintain a record of names, addresses, phone numbers, and emails of Officers, Directors and Committee Chairs.
3. Maintain dates of elections and termination of service of Officers, Directors and Committee Chairs.
4. Maintain a log of announcements, publications, brochures, membership roster, and minutes including records of attendance.
5. Maintain a record of any meeting actions that set policy.
6. Submit to the Treasurer an official transcript of the minutes of any meeting at which expenditures of Corporation funds were approved or disapproved by a majority vote.
7. Hold official ballots and tabulated results for 30 days following a Corporation election.
8. Convey all records to the incoming Secretary at the completion of term.

Treasurer Responsibilities

1. Assume responsibility for all financial transactions of the Corporation.
2. Prepare and distribute a Treasurer's report of receipts, expenditures, and balances at all Board and Business meetings.
3. Maintain separate accounts for the general fund and the FASDLC fund.
4. Provide all necessary documentation of the accounts and financial transactions of the Corporation to the Audit Committee upon request.
5. Be bonded during the term of office. Such bond shall be paid by the Corporation.

FASD Regional Director Responsibilities

Elected by the membership to represent the region on the Board of Directors of FASD for the purpose of:

- Filtering information (DOE, FASD, Newsletter, etc.)
- Sharing professional development information
- Leading/facilitating networking and communication within the region
- Providing legislative awareness
- Recruiting new members

Audit Committee Responsibilities

(Standing Committee)

Committee Composition: Chaired by the president-elect, others appointed by the president.

1. Review the financial records of the Corporation annually.
2. Report the finding of the review to the membership at the Winter (Spring in the event that Winter is not held) conference for the preceding fiscal year.

Election Committee Responsibilities

(Standing Committee)

Committee Composition: At least three members, including a chairperson, appointed by the President at the first meeting of the Board of Directors following the election.

1. Serve as tellers for the Corporation elections.
2. Conduct Corporation elections in a manner prescribed by the Board of Directors.
3. Hold sealed ballots until official tabulation.
4. Tabulate the ballots.
5. Hand official tabulation and ballots to the Corporation Secretary for storage as prescribed in the By-laws.

Leadership Conference Committee Responsibilities

(Standing Committee)

Committee Composition: Chairs nominated by the committee and selected by the president. Chairs will have served at least two years on the planning committee prior to selection as chair. Chairs will invite and appoint members of the planning committee. The committee shall be representative of the DOE, staff development/teacher education center directors, council chairpersons and university contacts. The committee shall be representative of small, medium and large school districts and all the geographical regions of the state.

1. Plan and conduct an annual Leadership Conference.
2. Prepare a budget and collect registration and fees sufficient to pay expenses of the Leadership Conference.
3. Maintain a steering committee structure representative of the Corporation membership.
4. Secure input from past Planning Committee Chairs.
5. Schedule and conduct regular Planning Committee meetings.
6. Assume all responsibilities for ensuring that the annual Leadership Conference is successful.
7. Nominate the chairperson(s) to serve for the succeeding year(s).

Legislative Committee Responsibilities

(Standing Committee)

Committee Composition: Members and chair appointed by the President.

1. Monitor legislation that promotes effective staff development programs.
2. Initiate legislation that promotes effective staff development programs, where directed by the Board.
3. Provide information to the membership concerning proposed legislation affecting staff development.

Membership Committee Responsibilities

(Standing Committee)

Committee Composition: Five (5) members, including a chairperson appointed by the President at the first meeting after elections.

1. Maintain a list of current members.
2. Assist in the registration of new members.
3. Provide membership applications upon request.
4. Notify membership of yearly membership dues.
5. Promote the welcome and orientation of new members.

Nominations Committee Responsibilities (Standing Committee)

Committee Composition: At least six members, including the immediate past-president, one teacher education center director, one university contact, one teacher currently serving as a member of a professional development council and one DOE member. Two members shall be appointed who are NOT on the Board of Directors and shall be elected by the membership during the annual election. At least four members shall be appointed by the Board at its first meeting following the election. The committee shall elect its own chair and be advised by the President-Elect.

1. Prepare and make available nominating forms to the membership for the purpose of suggesting nominees for the Corporation's Officers and Directors, and other elected persons as stipulated by the By-laws.
2. Solicit nominations from all members by mail or newsletter 90 days prior to the annual Corporation meeting.
3. Contact each nominee to request her/his desire to serve.
4. Present a slate to the Board of Directors with candidates for each office and vacancy on the Board at least 60 days prior to the election.
5. Secure approval of the slate by the Board of Directors.
6. Prepare a ballot for distribution to the general membership.
7. Distribute the ballot to the general membership at least 30 days prior to the annual meeting of the Corporation with the provision for write-in candidates or nominations from the floor.
8. Check the roster of the Officers and Board Members to make sure that the designated representation (as directed by the Bylaws) is fulfilled. The Board of Directors shall consist of:
 - a. The duly elected and appointed officers
 - b. The Department of Education's staff development representative who shall be a director by virtue of the office held in DOE
 - c. Five (5) regional directors (each representing one of the five educational regions of the state)
 - d. At least seven (7) other Directors-at-Large
 - e. If not already elected as a director, the chairpersons of the FASDLC Planning Committee by virtue of their office for the duration of their appointment

All nominees shall be members in good standing and active. In the nomination of the seven (7) elected directors-at-large and the five (5) regional directors, consideration shall be given to representation from:

- a. Post secondary institutions
- b. Teacher education centers from small, medium and large districts

At least two members of the Board shall be:

- Teachers
 - Staff development directors
9. Report the slate of nominees to the general membership at the annual meeting.

Publications Committee Responsibilities

(Standing Committee)

Committee Composition: Appointed by the President.

1. Coordinate the publishing of the Corporation newsletter.
2. Coordinate other Corporation publications.
3. Assist in the development of public relations documents such as flyers, announcements and position papers.
4. Chair will serve as ex-officio member of Board of Directors.

Affiliate Committee Responsibilities

(Ad Hoc Committee)

Committee Composition: Created by the Board, appointed by the President, includes President and President-Elect among members.

1. Coordinate communication with the National Staff Development Council.
2. Ensure that the President-Elect attends the NSDC Lead and Learn Conference during the summer.

Awards Committee Responsibilities

(Ad Hoc Committee)

Committee Composition: Created by the Board, appointed by the President.

1. Consult FASD historical "awards" information.
2. Prepare awards nomination announcement for meetings.
3. Distribute announcements at membership meetings.
4. Send award nomination information to newsletter committee.
5. Select award recipients.
6. Prepare award certificates for retirees.
7. Purchase plaques for other award recipients.
8. Present awards at FASDLC.
9. Send names of award recipients with pertinent information to newsletter committee for publication in newsletter immediately following FASDLC.

By-laws Committee Responsibilities

(Ad Hoc Committee)

Committee Composition: Created by the Board, appointed by the President.

1. Ensure current by-laws for the Corporation that reflect operating procedures and legal requirements of the Corporation.
2. Handle revisions and updates to By-laws as needed.
3. Secretary maintains electronic and hard copies of By-laws for Corporation.

Facilities Committee Responsibilities

(Ad Hoc Committee)

Committee Composition: Created by the Board, appointed by the President.

1. Coordinate negotiating and contracting with hotels for conferences and Board of Directors meetings in consultation with President and other appropriate individuals.
2. Communicate with Board regarding reservations by conference attendees and contract requirements.
3. Work closely with FASDLC and Spring Forum committees to ensure that facility needs are determined and communicated with appropriate hotel staff in preparation for each event.

Liaison Committee Responsibilities

(Ad Hoc Committee)

Committee Composition: Created by the Board, appointed by the President.

1. Work to facilitate a reciprocal relationship of support and collaboration between FASD and other organizations.
2. Work in collaboration with Affiliate Committee regarding coordinating efforts with NSDC.

Social Committee Responsibilities

(Ad Hoc Committee)

Committee Composition: Created by the Board, appointed by the President.

1. Ensure food, fun and fellowship occur regularly.
2. Work closely with Board of Directors and FASDLC Planning Committee to ensure that information regarding such events is communicated to appropriate personnel.

Spring Forum Committee Responsibilities

(Ad Hoc Committee)

Committee Composition: Created by the Board, appointed by the President.

1. Coordinate the planning and implementation of the Corporation's state-wide Spring Forum.
2. Collaborate with regional directors regarding topic and sessions relevant to regional needs for inclusion in the Spring Forum agenda.

Technology Committee Responsibilities

(Ad Hoc Committee)

Committee Composition: Created by the Board, appointed by the President.

1. Ensure that the Corporation efficiently uses electronic means of communication and presentation.
2. Work with Membership Committee to maintain an electronic data-base of membership.
3. Work with FASDLC Planning Committee Co-Chairs to meet electronic information dissemination needs.
4. Maintain communication with FASD webmaster to ensure up-to-date posting of information on FASD website.