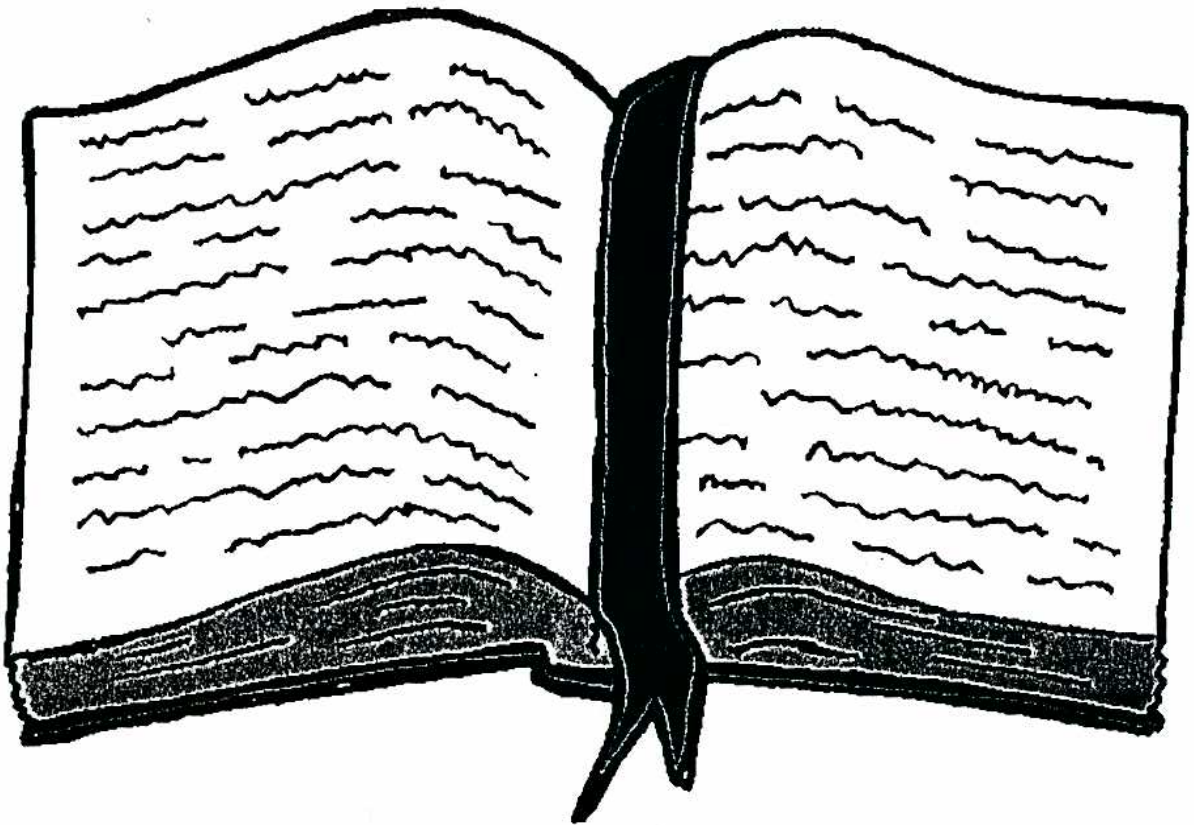


Directors' Handybook



**Florida Association
of
Educational Data Systems**

INTRODUCTION

The purpose of the *Handybook* (no, it isn't a typo) is to provide assistance to new FAEDS Board Members as they assume a particular responsibility for an organizational function. Although former and present Board Members are usually available to assist new Board Members, the *Handybook* provides a written document to serve as general guidelines and time lines for the Board Member assuming a new function.

In some areas, appropriate samples, lists, and ~~hints~~ suggestions are included. The *Handybook* is not intended to replace the creative or innovative prerogative of any Board Member but is intended to serve as an historical basis from which to continue and improve on past activities.

Where appropriate, the format of the *Handybook* provides duties, from the Bylaws, for each area of responsibility, time lines, samples, ~~hints~~ suggestions, and notes are based on previous experiences with the area under consideration.

The areas of responsibility vary over time; therefore, this *Handybook* is subject to change and should be considered a dynamic document. After a short introduction concerning the Board of Directors, the material in the *Handybook* is listed alphabetically, as follows:

- Board of Directors (general duties)
- Awards
- Budget
- Bylaws
- FETC Liaison
- Local Arrangements
- Membership
- ~~Network News Editor~~
- Past-President
- President
- President-Elect (Conference Chair)
- Scholarship
- Secretary
- Treasurer
- Webmaster

BOARD OF DIRECTORS

General Duties:

The President, President-Elect, Past-President, Treasurer, and Secretary are the designated officers of the FAEDS Board of Directors and have specific duties listed elsewhere.

All members of the Board of Directors will serve a two-year term (except the President who has a three year term as President-Elect, President, and Past President) and are accorded equal voting privileges.

An Ex-officio member of a Board is one who is a member by virtue of holding some particular office. It is allowed, when considering a quorum, not to count the ex-officio person as a member of the Board.

The Board of Directors fills vacancies if a director (excluding President) is unable to complete a term of office. In the event of the resignation of the President-Elect, the vacancy is decided by a new election of the membership.

The Board of Directors selects which members will serve in the two offices of Treasurer and Secretary at the first Board meeting following the election. Listing of Board of Directors can be found on the Web at FAEDS.org.

~~Board of Directors over Four Years:~~

President _____
President Elect _____
Past President _____
Director 1 (Seer.) _____
Director 2 (Treas.) _____
Director 3 _____
Director 5 _____
Director 6 _____
Director 7 _____
Director 8 _____

*Indicates the first year the person was elected to the Board

General Time Line

This time line highlights key dates for FAEDS. See individual officer write-ups for specific details and time lines.

November/December

- ~~Compile results of interest survey.~~
- ~~Mail scholarship applications to schools and colleges.~~
- Begin contacting vendors for next Annual Conference.

January/February/March

- Winter Board Meeting at FETC.
- ~~Conference site for next Conference approved~~
- Conference publicity begins.
- ~~Teacher Scholarship Plaque presented.~~
- ~~Conference call for presenters.~~
- Discussion of structure, program topics and theme for Annual Conference.
- Receive Scholarship applications by February 1st and forward to committee members by February 20th.

April

- Scholarship Committee selects recipients by April 15th.

March/April/May

- Spring Board Meeting.
- ~~Conference program approved.~~
- Budget for next fiscal year adopted.
- ~~Conference publicity begins.~~
- ~~Scholarship applications due.~~ Scholarship Committee Chair mails letters by May 1st and requests acceptance by May 31st.

June

- ~~Scholarship recipients selected.~~

July

- Fiscal year begins.
- ~~Scholarships awarded.~~ checks mailed by Treasurer by July 15th.
- Update Web site with names of scholarship recipients.

August/September

- Pre-conference Board Meeting.
- Final approval for Conference program and budget.
- Update Scholarship information on Web by September 1st.
- Notify schools and colleges of Scholarships and encourage use of FAEDS Web page.
- Conference site for next Conference discussed and approved.

October/November

Annual Conference.

Annual Business Meeting.

FAEDS awards presented.

New Officers installed.

Appoint Conference Team

Interest Survey

AWARDS

Duties from Bylaws and/or Job Descriptions:

This committee shall be comprised of a chairperson, one regular member appointed by the FAEDS President, the Membership Committee Chairperson, the ~~Network News Editor~~ WEB Master, and the President-Elect.

The committee shall be responsible for the preparation of the following awards:

- Robert E. Sims, Memorial Award for Outstanding Service to FAEDS
- Raymond Parker, Aid to FAEDS Award
- William J. English, Past-Presidents Award
- Computer Teacher of the Year Award (in conjunction with FACE)
- Recognition for Outgoing Board Members

Members serving on this committee can be considered for awards.

All awards will be presented before the general membership of FAEDS at the Annual Conference Banquet.

- *Robert E. Sims, Memorial Award for Outstanding Service to FAEDS*
This award goes to a FAEDS member deserving of special recognition for his/her efforts on behalf of FAEDS. The candidate will be elected to receive this award by a ¾ majority vote of the committee. The committee will select an appropriate award plaque or trophy (preferably engraved). The Chairperson will recognize the candidate and his/her efforts on behalf of FAEDS. It is not mandatory that this award be given each year.
- *Raymond Parker, Aid to FAEDS Award*
The Awards Committee receives nominations from FAEDS members for this award. The recipient does not need to be a member of FAEDS. The Chairperson will recognize the candidate and his/her efforts on behalf of FAEDS. It is not mandatory that this award be given each year.
- *William J. English, Past-Presidents Award*
This award goes to the out-going President for his/her efforts on part of FAEDS.
- *Out-Going Board Members*
The four board members, whose term ends at the annual conference, will each receive an award to honor their service to FAEDS.
- *Jack Kelly, Outstanding Data Processing.....?????????need descriptive to put in this area*

Awards Time Line:

March/April/May

Request nominations for FAEDS awards from Board Members at spring Board Meeting.

August/September

Finalize nominations for FAEDS awards with Awards Committee members at fall Board Meeting.

Order FAEDS awards.

October/November

Present FAEDS awards at Annual Conference Banquet.

BUDGET

Duties from Bylaws and/or Job Descriptions:

Proposes an annual budget for FAEDS, which is adopted by the Board of Directors.

Arranges to have the adopted budget published ~~in the *Network News*~~ on the Web.

Works with the budget committee (which consists of the President, President Elect, Treasurer, and the Budget Chairperson) to ensure that revenues and expenditures are consistent with Board approval.

The general membership can provide input and feedback at the Annual Membership Meeting of FAEDS.

Maintains an accurate accounting of approved and actual revenues and expenditures for each fiscal year.

Budget Time Line:

November

Update the budget from the Annual Conference and from the Board Meetings preceding and following the Annual Conference.

December

January/February

Update the budget based on input from the Treasurer.
Distribute updated budget report at FAEDS February Board Meeting at FETC.
Update the budget based on input from January/February Board Meeting.

March/April/May

Prepare proposed budget for next fiscal year. Send to Directors for review.
Update the budget based on input from Treasurer.
Distribute updated budget at spring Board Meeting.
Get next fiscal year's budget approved at spring Board Meeting.

June/July

Update current and next year's budget based on input from spring Board Meeting.

August/September

Update budget based on input from Treasurer.
Distribute updated budget at fall Board Meeting.
Update the budget based on input from fall Board Meeting.

October/November

Present budget to the FAEDS membership at the Annual Conference.

BYLAWS

Duties from Bylaws and/or Job Descriptions:

Studies Bylaws for inconsistency and errors.

Places "Bylaws Changes" on meeting agenda.

Provides copies of proposed change(s) and presents the proposed change(s) to the membership at least fifteen (15) days prior to the Annual Conference and to all members attending the Annual Business Meeting.

Bylaws Time Line:

August

Present any Bylaws Changes to Board at meeting for approval.

Have proposed "Bylaws Changes" published ~~in the~~ Network News on the Web.

September/October

Have proposed "Bylaws Changes" published in the ~~Network News on the Web.~~

October/November

Present "Bylaws Changes" to the membership of the Annual Business Meeting.

FAEDS/FETC LIAISON

Duties from Bylaws and/or Job Descriptions:

March/April/May

Report on progress of FETC activities at spring Board Meeting.

August/September

Report on progress of FETC activities.

October

Report to the General Membership, during the Annual Business Meeting, the past and planned activities of FETC.

HISTORIAN

Duties from Bylaws and/or Job Descriptions:

The purpose of the FAEDS Historian is to archive, present and sort, FAEDS documents.

The documents include but are not limited to:

Minutes and Reports of FAEDS Board Meetings

Network News - Print or Electronic Media

Send Information to Web Master to update FAEDS Web Site - Historian

Take pictures at FAEDS Functions

Present and Display FAEDS History at:

Annual FAEDS Board / Conference

FETC Conference

Timeline:

Spring: Provide FAEDS History at the Florida Educational Technology Conference

Fall: Provide FAEDS History at the Annual FAEDS Conference

LOCAL ARRANGEMENTS CHAIRPERSON

Duties from Bylaws and/or Job Descriptions:

Responsible for recommending the convention site.

Responsible for negotiating with potential sites for convention facilities.

Responsible for coordination of convention facilities and activities before and during the conference.

Provides Acts as liaison between FAEDS Board and host hotel(s).

Recommends activities for FAEDS members and their families.

Participates on the Conference Team.

Works with technical personnel to assure they coordinate supplies and equipment for speakers and assures that their needs are met.

Arranges for entertainment and door prizes during the convention.

Works with membership chair to coordinate registration and related materials.

Recommends banquet facilities and menu.

Sends all pertinent information and documentation from previous Conference planning to President Elect to be passed to next Local Arrangements Chair.

Local Arrangements Time Line:

Please see relevant data for the local arrangements chairperson as found in the Conference Time Line under the President-Elect section. ~~Specific tasks for the local arrangements chairperson are found in the separate manual, "FAEDS Conference Cookbook."~~

MEMBERSHIP

Duties from Bylaws and/or Job Descriptions:

Acts as chairperson for persons assigned as regional membership committee members.

Coordinates regional membership activity.

Keeps an updated file of all active institutional and individual memberships.

Keeps separate file of all vendor memberships for solicitation purposes.

Supplies electronic membership listing to Board for general distribution.

Prints membership labels and listings as authorized.

Produces the FAEDS directory for distribution after the Annual Conference.

Prepare name badges for conference from registered participants.

Sends out invoices, both institutional and individual, as required.

~~Provides two lists: 1) current members, and 2) general distribution.~~

Membership Time Line:

January/February

Report on membership at the quarterly Board meeting.

March/April/May

Report on membership at the quarterly Board meeting.

August/September

Report on membership at the quarterly Board meeting.

October/November

Report on membership at the quarterly Board meeting.

Report on membership at the Annual Business Meeting.

NETWORK NEWS
WEBMASTER

Duties from Bylaws and/or Job Descriptions:

Maintain the FAEDS web site.

Publish Post the minutes of the Annual Business Meeting immediately after the meeting.

Publish Post summary of the Annual Conference, including papers and presentations.

Advertise Send to the membership, before the Annual Conference, notices of program, comments, etc.

Publish Post papers, articles, and comments from the membership.

Publish Post proposed changes in the Bylaws of FAEDS.

Send newsletter to every member with at least a one-year holdover on former members.

Network News Time Line:

~~The *Network News* is published quarterly.~~

~~At each Board meeting, set the deadlines and review suggested article topics.~~

~~Some standing suggestions for each issue are listed below for consideration.~~

Suggested information items and deadlines for web postings

December/January—Winter Newsletter

Final info on FETC and FAEDS Booth

Request for Nominations

Minutes from Annual Business Meeting

Annual Conference Summary

Award Recipients

New Officer Board Assignments

Scholarship Application Information

Significant Board Actions

March/April—Spring Newsletter

Dates and Location of Next Conference

Teacher of the Year Announcement

Conference Team

Significant Board Actions

June/July—Summer Newsletter

Conference Registration Information

Scholarship Recipients

Fiscal Year Adopted Budget
Significant Board Actions

August/September—~~Fall Newsletter~~
Final Conference Information
Annual Business Meeting Announcement
Proposed Changes to the Bylaws
Significant Board Actions

Revised: 7/16/2001

PAST-PRESIDENT

Duties from Bylaws and/or Job Descriptions:

Serves as a voting member of the FAEDS Board of Directors.

Acts as chairperson for the nomination of candidates to the FAEDS Board of Directors. The following speaks directly to the Past-President's activity as chairperson on the nominating committee.

1. The nominating committee will consist of the Past-President as chairperson, and at least two (2) active members of FAEDS.
2. In addition to the President, Past-President, and President-Elect, there are eight (8) other members of the FAEDS Board of Directors. Each year, four (4) of the eight (8) Board positions will become vacant. The nominating committee will select AT LEAST two (2) candidates for each of those four (4) vacancies in addition to selecting candidates for President-Elect.
3. Selections should be representative of all levels of education and geographic location. Committee members must assure that their selections will allow for representation of at least four (4) district units and at least two (2) institutions of higher education (see Bylaws Section 5.07).
4. Candidates selected should:
 - a) Secure permission and agree in writing to serve a two-year term of office and to attend all Board meetings deemed necessary.
 - b) Be familiar with the FAEDS Bylaws and other requirements of office.
 - c) Be a member of FAEDS.
5. Obtain a short resume of each candidate and ~~publish in an issue of the Network News~~ post on the Web prior to the fall meeting.
6. Prepare the ballots, conduct the election, and report the results to the membership.
7. Serving on the nominating committee will not preclude a person from being nominated.

Past-President Time Line:

November

Have President appoint a nominating committee.

Make initial contact with potential candidates for the spring election.

January

Confirm candidates for spring election.

March

Send out formal nominations and authorization letters to candidates.

Request resumes and/or information on candidates.

April

May

~~Mail out E-mail ballots and candidate summaries (this gets a better response if sent as a separate mailing rather than as part of the *Network News*).~~

Count ballot returns.

May

June

Review election results at April/May Board Meeting.

Notify all candidates of election results. Invite those elected to attend the August Board Meeting.

~~Write an article on election results for next *Network News*.~~

Have election results posted on the Web.

July

Make sure those elected receive materials for August Board Meeting.

PRESIDENT

Duties from Bylaws and/or Job Descriptions:

- Is responsible for the overall conduct of the organization.
- Shall preside over all official meetings of the FAEDS organization.
- Acts as chairperson at all FAEDS Board of Directors meetings.
- Maintains, coordinates, and conducts correspondence related to FAEDS group affiliation.
- Selects committee chairpersons. This includes standing committees as well as ad hoc committees.
- Appoints a nominating committee with the Past-President as chairperson, to select a slate of candidates for the coming year.
- Recommends, to the Board of Directors, a replacement should any Director or Committee chairperson resign.
- Represents the FAEDS organization at meetings where a representative of FAEDS is appropriately requested. If unable to attend, appoints a member of FAEDS to attend.
- Begins term of office at the end of the Fall Annual Conference for one year and ends the term of office at the end of the next Fall Annual Conference. Not subject to immediate reelection.
- Arranges for an annual audit of the financial records of the Association.

President Time Line:

November

- Make and distribute new FAEDS stationery.
- Confirm with FETC staff regarding meeting rooms and refreshments for FAEDS Board meeting at FETC.
- Update FAEDS Membership Flyer to be posted to Web.

December

- Send Board announcement and agenda for FAEDS February Board meeting at FETC.
- Confirm arrangements with hotel for refreshments.

January/February

- Preside over February Board meeting at FETC.
- ~~Sign hotel contract for next FAEDS conference.~~
- Bring 1000 copies of FAEDS Membership Flyer to FETC.
- Represent FAEDS at FETC.
- Help at the FAEDS booth at FETC in the exhibit area.

March

- Make hotel—arrangements for April/May Board meeting.

April/May

- Send out announcement and agenda for April/May Board meeting.
- Preside over April/May Board meeting.
- Finalize arrangements with FETC for fiscal sponsorship of next FETC.
- Serve as member of Scholarship Committee.

June

- Review Handybook and global time line.
- Work with Local arrangements Chair to make hotel arrangements for August Board meeting (to be held at site of Fall Conference).

July

August

- Send out announcement and agenda for August/September Board meeting. Preside over August/September Board meeting. Make sure new bylaws recommendations are ready for September Network News posting on the Web.

September

- Confirm hotel arrangements with Local Arrangements Chair for pre- and post-conference Board meetings. Send out announcements of pre- and post-conference Board meetings (and agenda for pre-conference Board meeting). Prepare agenda for Annual Business meeting (take 100 copies to Annual Conference).

October/November

Out-going President:

- Preside at pre-conference Board meeting.
- Give Annual Conference "Welcome and Keynote" address.
- Preside at FAEDS Banquet (help present awards)
- Preside at FAEDS Annual Business Meeting and installs new President.
- Attend Post-conference Board meeting and begin term as Past-President.

In-coming President:

- Prepare and make copies of agenda for post-conference Board meeting.
- Preside over Post-conference Board meeting.
- Assign Board Officers and committee chair positions for coming year.

PRESIDENT-ELECT

Duties from Bylaws and/or Job Descriptions:

Assumes the duties of the FAEDS President if the President is unable to serve.

Serves as a voting member of the FAEDS Board of Directors for three (3) consecutive years: 1st year as President-Elect 2nd year as President 3rd year as Past-President

Serves as chairperson for the FAEDS Fall Conference and any other scheduled conference.

President-Elect Time Line:

This time line is presented as a reference for the President-Elect (Conference Chairperson) and the Local Arrangements Chairperson. ~~Details on these tasks are addressed in a separate manual, "FAEDS Conference Cookbook."~~

November

Appoint Conference Team.

Develop Program Structure.

Determine and contact hotel for site of next conference.

~~Prepare proposal in pamphlet form for participation for vendor participation.~~

~~Begin contacting presenters and vendors.~~

Develop initial budget outline.

Sign hotel contract for next FAEDS conference.

Recommends vendor chair to coordinate vendor solicitation and participation.

December

Begin contacting presenters and vendors.

January

Prepare material about Annual Conference for presentation to other Board Members at the February Board Meeting (FETC).

Continue contacting presenters and vendors.

~~Develop and print tentative program.~~

February

~~Begin developing AV needs.~~

Board's initial approval of site program structure and theme for Annual Conference.

Continue contacting presenters and vendors at FETC (provide vendors with participation pamphlet).

Flyer on Conference to FETC????????????????

March

~~Develop and print tentative program.~~

Continue contacting presenters and vendors.

April

Develop tentative program and have information posted to Web.

Prepare material for presentation to other Board Members at the spring Board Meeting.

May

Disburse publicity literature to FAEDS members, MIS and DP contacts, Superintendents, In-service Coordinators ~~and the Network News.~~

Continue contacting presenters and vendors.

~~Continue contacting presenters and vendors. Start "nailing down"~~ Send contracts for signature to ~~vendor commitments and dollars.~~ vendors for signature and payments.

Send updates to Web Master.

June

Continue contacting presenters and vendors.

Send updates to WEB Master.

July

Continue contacting presenters and vendors.

Send updates to WEB Master.

August/September

Re-confirm with presenters and vendors. Get presenter and vendor resumes for publication in program.

~~Print final program.~~

Send updates to Web Master.

Prepare material for presentation to other Board Members at the fall Board Meeting.

Make final arrangements to obtain door prizes, badges, nametags, etc.

October/November

Send updates to Web Master.

Print final program

~~Make final hotel arrangements; sign contracts for rooms and meals.~~

~~Call~~ Contact Presenters

~~Call~~ Contact Hotel

~~Call~~ Contact Vendors

~~Call~~ Contact Registration Team

Attend conference.

~~Pay bills~~ Work with Treasurer to pay conference bills.

Send Thank yous.

Develop post-conference budget report.

Report on conference evaluation results.

Update conference ~~book~~ notes. Turn records, ~~book,~~ and notes over to new Chairperson (Pres-Elect).

SCHOLARSHIP

Duties from Bylaws and/or Job Descriptions:

The Scholarship committee is comprised of the Chairperson, the President, and the Treasurer.

Forwards information and applications for the William J. English Scholarship to Florida high school counselors in the fall.

Forwards information and applications for the Dr. Robert Sims Scholarship to post-secondary counselors in adult vocational schools, community colleges, and universities in the fall.

Forwards information and applications for the Teacher Scholarship award.

Send any necessary changes to the information on the to the Web Master by September 1 or each year.

Reviews all applications and recommends to the Board of Directors the names and qualifications of students to receive the scholarship awards.

Notifies students who are to receive the award and asks that they acknowledge receipt of the award and provide the name of the college in which they are enrolled or intend to enroll. Upon receipt of this information, the committee chairperson will ask the Treasurer of FAEDS to write checks for the amount of the awards to the financial aid office of the educational institution.

Scholarship Time Line:

September

Send updated informtion to the Web Master for posting on the Web site by September 1st.

Notify appropriate staff at Schools and Colleges of the scholarships and encourage the use of the FAEDS Web page for information.

November

December

Mail Scholarship Applications to Schools and Colleges.

January/February

Bring 1000 copies of all three scholarship applications to FETC

February

Scholarship applications must be postmarked by February 1st.

Chair areviews scholarship applications and forwards copies of qualified applicants' information to the other committee members by February 20th.

March

April

Scholarship applications must be postmarked by May 15th.

Send copies of valid applications to other members of the scholarship committee for screening.

Scholarship committee selects scholarship recipients by April 15th.

May

Award letters mailed to recipients by May 1st.

Award letters should request acceptance and college identification returned by May 31st.

Request permission to post scholarship recipient' name of FAEDS Web page.

Mail letters to other applicants.

June

~~Scholarship committee selects scholarship recipients.~~

July

~~Award letters mailed to recipients; request acceptance and school identification by the 19th.~~

~~Request award checks from Treasurer to be mailed to recipients' college financial aid offices by July 15th.~~

~~Mail letters to other applicants reporting winners.~~

~~Write article about recipients for next *Network News*~~

Send updated information to the Web Master with names of scholarship recipients.

August

September

October

~~— Contact Teacher Scholarship winner to invite to attend FETC.~~

SECRETARY

Duties from Bylaws and/or Job Descriptions:

Serves as a voting member of the FAEDS Board of Directors. Records and publishes the minutes of each conference, business meeting, and all Board of Directors meetings. Assists the President and Board in producing any necessary correspondence. Arrange for a backup when necessary.

Secretary Time Line:

Following each Board meeting Send to Directors the minutes of the Board of Directors meeting within a month.

Send minutes last Annual Business Meeting to the editor of the Webmaster to be posted on the web within a month.

Record minutes of Board of Directors meeting at FETC.
Send minutes to President within a month.

Pre and Post Conference Duties:

Record minutes of Board of Directors pre-conference meeting.

Record minutes of Annual Business Meeting.

Present to the membership the minutes from the last Annual Business Meeting.

Record minutes (new Secretary) of Board of Directors post-conference meeting.

Send minutes to President within a month.

TREASURER

Duties from Bylaws and/or Job Descriptions:

Serves as a voting member of the FAEDS Board of Directors.

Maintains the association's financial records.

Receives and deposits all monies due the association.

Pays all authorized debts of the association.

Prepares financial reports for presentation at the FAEDS conferences and Board meetings.

Treasurer Time Line:

January/February/March

Prepares financial statement and reports at the FAEDS Board meeting at FETC.

April/May

Prepares financial statement and reports at the FAEDS Board meeting.

July

Writes award checks for scholarships to be mailed to recipients' school financial aid offices.
Arrange for audit of fiscal year's records.

August/September

Prepares financial statement and reports at the FAEDS Board meeting.

October/November

Prepares financial statement and reports at the FAEDS Board pre-conference meeting.
Prepares financial statement and reports at the Annual Business Meeting.
Writes checks for Annual Conference (hotel, meals, etc.).

