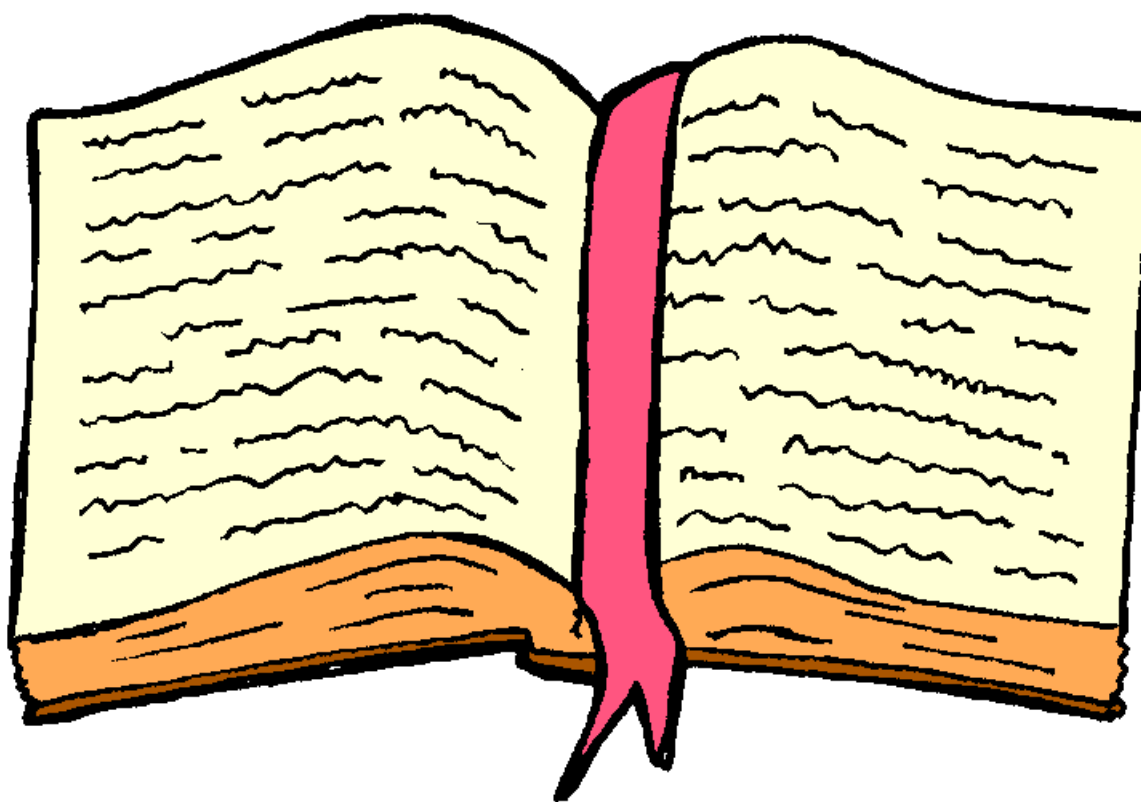


# Directors' Handybook



**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 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, 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

## 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 PastPresident) 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.

### Board of Directors over Four Years:

	1988-89	1989-90	1990-91	1991-92
President	Tinsley	Dence	Miller	Pither
Past President	Roblyer	Tinsley	Dence	Miller
President Elect	Dence	Miller	Pither	Smith
Director 1 (Secr.)	Johns*(Secr.)	Pither (Johns)	McCord*(Secr.)	McCord (Secr.)
Director 2(Treas.)	Botts (Treas.)	Smith (Treas.)	Smith* (Treas.)	Haney (Smith)
Director 3	Kelly*	Kelly	Kauffman*	Kauffman
Director 4	Rabe	Rabe*	Rabe	Rabe*
Director 5	Slessinger		Slessinger*	SlessingerWatson*
Director 6	Smith*	Becker*	Becker	Branch*
Director 7	Barwick	Redig*	LeDuc (Redig)	Barwick*
Director 8	Brushwood*	Brushwood	Smittle*	LeDuc(Smittle)

\*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

- Board Meeting at FETC.
- Conference site for next Conference approved.
- Teacher Scholarship Plaque presented.
- Conference call for presenters.

### March/April/May

- Spring Board Meeting.
- Conference program approved.
- Budget for next fiscal year adopted.
- Conference publicity begins.
- Scholarship applications due.

### June

- Scholarship recipients selected.

### July

- Fiscal year begins.
- Scholarships awarded.

### August/September

- Pre-conference Board Meeting.
- Final approval for Conference program and budget.

### 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, 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.....?????????*

### Awards Time Line:

November

December

January/February

March/April/May

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

June

July

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*.

Works with the budget committee (which consists of the President, PresidentElect, 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 Board Meeting at FETC.  
Update the budget based on input from January 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

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 “BylawsChanges” 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:

November

December

January

February

March

April

May

June

July

August

Have proposed “Bylaws Changes” published in the *Network News*

September

October

Present “Bylaws Changes” to the membership of the Annual Business Meeting.



## **FAEDS/FETC LIAISON**

November

December

January/February

March/April/May

Report on progress of FETC activities at spring Board Meeting.

June

July

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.

## **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 liaison between FAEDS Board and host hotel(s).

Recommends activities for FAEDS members and their families.

Participates on the Conference Team.

Coordinates supplies and equipment for speakers and assures that their needs are met.

Arranges for entertainment and door prizes during the convention.

Coordinates registration and related materials.

Recommends banquet facilities and menu.

Coordinates vendor solicitation and participation.

### 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.

Prints membership labels and listings as authorized.

Produces the FAEDS directory for distribution after the Annual Conference.

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

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

### Membership Time Line:

November

December

January/February

Report on membership at the quarterly Board meeting.

March/April/May

Report on membership at the quarterly Board meeting.

June

July

August/September

Report on membership at the quarterly Board meeting.

October

Report on membership at the quarterly Board meeting.

Report on membership at the Annual Business Meeting.

## NETWORK NEWS

### Duties from Bylaws and/or Job Descriptions:

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

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

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

Publish papers, articles, and comments from the membership.

Publish 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.

#### 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

## **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* 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.

December

January

Confirm candidates for spring election.

February

March

Send out formal nominations and authorization letters to candidates.  
Request resumes and/or information on candidates.

April

Mail out 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

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*.

June

July

Make sure those elected receive materials for August Board Meeting.

August

September

October

## **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 Conference for one year and ends the term of office at the end of the next Fall 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.

#### December

Send Board announcement and agenda for FAEDS Board meeting at FETC.

Confirm arrangements with hotel for refreshments.

#### January/February

Preside over 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.

Should be held at site of next conference if possible.

#### 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.
- Make hotel arrangements for August Board meeting.

#### 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*.

#### September

- Confirm hotel arrangements 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

##### 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 2<sup>nd</sup> year as President 3<sup>rd</sup> 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.

#### December

- Continue contacting presenters and vendors.

#### January

- Prepare material about Annual Conference for presentation to other Board Members at the Board Meeting (FETC).
- Board's initial approval of site, program structure, and budget for Annual Conference.
- Continue contacting presenters and vendors.
- Flyer on FAEDS next conference at FETC.

#### February

- Begin developing AV needs.
- Continue contacting presenters and vendors at FETC (provide vendors with participation pamphlet).

#### March

- Develop and print tentative program.
- Continue contacting presenters and vendors.

#### April

- Prepare material for presentation to other Board Members at the spring Board Meeting.
- Disburse publicity literature to FAEDS members, MIS and DP contacts, Superintendents, Inservice Coordinators, and the *Network News*.

Continue contacting presenters and vendors.  
Continue contacting presenters and vendors. Start “nailing down” vendor commitments and dollars.

#### June

Continue contacting presenters and vendors.

#### July

Continue contacting presenters and vendors.

#### August/September

Re-confirm with presenters and vendors. Get presenter and vendor resumes.  
Print final program.  
Prepare material for presentation to other Board Members at the fall Board Meeting.  
Make final arrangements to obtain door prizes, badges, name tags, etc.

#### October

Make final hotel arrangements; sign contracts for rooms and meals.  
Call Presenters  
Call Hotel  
Call Vendors  
Call Registration Team  
Attend conference.  
Pay bills.  
Send Thank You's.  
Develop post-conference budget report.  
Report on conference evaluation results.  
Update conference cookbook; turn records, cookbook, 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.

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:

November

December

Mail Scholarship Applications to Schools and Colleges.

January/February

Bring 1000 copies of all three scholarship applications to FETC

March

April

Scholarship applications must be postmarked by May 15<sup>th</sup>.

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

June

Scholarship committee selects scholarship recipients.

July

Award letters mailed to recipients; request acceptance and school identification by the 19<sup>th</sup>.

Request award checks from Treasurer to be mailed to recipients' school financial aid offices.

Mail letters to other applicants reporting winners.

Write article about recipients for next *Network News*.

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.

### Secretary Time Line:

November

December

Send minutes last Annual Business Meeting to the editor of the *Network News* to be published in the winter issue of the newsletter.

Send to Directors the Pre- and Post-conference minutes of the Board of Directors meeting of September/October.

January/February/March

Record minutes of Board of Directors meeting at FETC.

Send minutes to President.

April/May

Record minutes of Board of Directors meeting.

Send minutes to President.

June

July

August/September

Record minutes of Board of Directors meeting.

Send minutes to President

October

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.

## **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:

November

December

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.

June

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

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.).