



# **Florida Association of Educational Data Systems**

## **Directors' Handybook**

**Last revision: 5/4/06**

## INTRODUCTION

The purpose of the *Handybook* 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 general guidelines and time lines for the Board Member assuming a new function.

In some areas, appropriate samples, lists, and 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, suggestions, and notes that are based on previous experiences with the area under consideration.

Responsibilities will change 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
- Historian
- Local Arrangements
- Membership
- 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 and President-Elect) is unable to complete a term of office. In the event of the resignation of the President, the immediate Past President becomes the new President. 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](http://FAEDS.org).

## General Time Line

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

### November/December

- Appoint Conference team and begin contacting vendors for next Annual Conference.
- Appoint a nominating committee.
- Make stationery changes to reflect new Board membership.
- Determine hotel for next conference.
- Sign hotel contract for next conference.

### February/March

- Winter Board meeting.
- Conference publicity begins.
- Discussion and approval of structure, program topics and theme for Annual Conference.
- Receive Scholarship applications by February 15<sup>th</sup> and forward to committee members by March 1<sup>st</sup>.
- Obtain approval for Conference program and budget.

### April

- Scholarship Committee selects recipients by April 30<sup>th</sup>.
- Tentative conference program and information posted to the Web.

### May

- Spring Board Meeting.
- Budget for next fiscal year adopted.
- Request nominations for FAEDS awards.
- Scholarship Committee Chair mails letters by May 15<sup>th</sup>.
- E-mail ballots and candidates summaries to membership.
- Update Web site with names of scholarship recipients.

### June

- Scholarship payments distributed by June 30<sup>th</sup>.
- Post election results on the Web.

### July

- Pre-conference Board Meeting.

### August/September

- Finalize selections for FAEDS awards.
- Conference site for next Conference discussed and approved.

### September/October/November

- Annual Conference.
- Annual Business Meeting.
- FAEDS awards presented.
- New Officers installed.
- Notify schools and colleges of Scholarships and encourage use of FAEDS Web page (post-conference).

## 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 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
- Jack Kelley Outstanding Educational Technology Award
- Honorary Lifetime Membership Award

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  $\frac{3}{4}$  majority vote of the committee. The committee will select an appropriate award plaque or trophy. 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. Multiple awards may be given each year.

- *Raymond Parker Aid to FAEDS Award*

The Awards Committee receives nominations from FAEDS members for this award. This award goes to a non-FAEDS member or Firm/Agency that through their efforts over the years deserves special recognition from FAEDS. The committee will select an appropriate award plaque or trophy (preferably engraved). The Chairperson will recognize the candidate and their efforts on behalf of FAEDS. It is not mandatory that this award be given each year. Multiple awards may be given in each year.

- *William J. English Past-Presidents Award*

This award goes to the out-going President for his/her efforts on part of FAEDS. The committee will select an appropriate award plaque or trophy (preferably engraved).

- *Out-Going Board Members*

The board members, whose term ends at the annual conference, will each receive an award to honor their service to FAEDS. The committee will select an appropriate award plaque or trophy (preferably engraved).

- *Jack Kelley Outstanding educational Technology Award*

This award goes to a person, FAEDS or non-FAEDS member that has had a positive effect on Educational Technology in the state of Florida. Educational technology is defined as either Instructional or Administrative Technology. The committee will select an appropriate award plaque or trophy (preferably engraved). On behalf of FAEDS the Chairperson will recognize the recipient. It is not mandatory that the award be given each year. Multiple awards may be given in each year.

- *Honorary Lifetime Membership Award*

Honorary Lifetime Membership shall be nominated by the Board of Directors and elected by the Association by a majority vote of the members present and voting at the annual business meeting.

Awards Time Line:

May/June/July/August

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**

(See Treasurer duties below)

## **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.

September/October

Have proposed “Bylaws Changes” published on the Web.

October/November

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

## **FETC LIAISON**

Duties from Bylaws and/or Job Descriptions with Time Line:

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

### Historian Time Line:

Spring: Provide FAEDS History at the Florida Educational Technology Conference

Fall: Provide FAEDS History at the Annual FAEDS Conference

## **LOCAL ARRANGEMENTS CHAIRPERSON**

Participates on the Conference Team.

Negotiates with potential convention sites to get the best location, room rates, amenities, and contract terms for FAEDS and its membership.

Responsible for recommending convention sites for choice and approval.

After the site is chosen and the contract written, interprets contract and negotiates any changes necessary and to the benefit of FAEDS.

Responsible for signing the contract with the President and Treasurer.

Responsible for getting all financial information sent to the chosen site for setting up accounts to be used for billing purposes.

Works directly with the President and President Elect in conference planning and seeing that time lines are met as written in the contract with the convention site.

Works with the President and President Elect in reaching a theme to be used for the conference.

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

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

Recommends activities for FAEDS members and their families.

Works with site technical personnel and FAEDS technical staff to assure they coordinate supplies and equipment for speakers and that all technical needs are met.

Suggests and arranges for entertainment and door prizes during the convention.

Works with membership chair to coordinate registration and related materials.

Responsible for ordering bags for the conference from the sponsor once determined by the President Elect. The bags will have the sponsor's logo and FAEDS logo jointly on bag.

Chooses banquet facilities and menu.

Works with conference site to receive reports on registrations prior to deadlines.

Responsible for sending electronic reminders to membership as often as needed and seeing that other groups involved also have reminders sent giving deadline dates for registration at site and other information as necessary.

Acts as public relations person during conference to see that all attendees (vendors and members) are made to feel welcome and see that suggestions and recommendations are noted for the next conference.

After the conference is over meet with the President, President Elect and Board to go over the conference and any suggestions made. This is for the purpose of necessary changes in negotiations for the next conference.

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

Local Arrangements Time Line:

Please see relevant data for the Local Arrangements Chair in the President-Elect's Conference Time Line.

## **MEMBERSHIP**

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

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.

### 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

## **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.

Past-President's responsibilities 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 should 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 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.

May

E-mail ballots and candidate summaries

Count ballot returns.

June

Review election results at April/May Board Meeting.

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

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 Annual Conference for one year and ends the term of office at the end of the next 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.

- Confirm arrangements with hotel for refreshments.

#### January/February

- Preside over February Board meeting.

- 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 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 (Conference Chair)**

### 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: 1<sup>st</sup> 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.

November

- Appoint Conference Team.
- Develop Program Structure.
- Determine and contact hotel for site of next conference.
- 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 (program structure, theme and budget).
- Continue contacting presenters and vendors.

February

- Board's approval of program structure, theme and budget for Annual Conference.
- Continue contacting presenters and vendors at FETC (provide vendors with participation pamphlet).
- Flyer on Conference to FETC.

March

- 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 CIO contacts, Superintendents, In-service Coordinators.
- Continue contacting presenters and vendors.
- Send contracts for signature to 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.
- 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
- Contact Presenters
- Contact Hotel
- Contact Vendors
- Contact Registration Team
- Attend conference.
- Work with Treasurer to pay conference bills.
- Send thank you notes.
- Work with Treasurer to develop post-conference budget report.
- Report on conference evaluation results.
- Update conference notes. Turn records, 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 Web to the Web Master by September 1 of 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:

July 1 – September 1

Send updated information to the Web Master for posting on the Web site by

September 1<sup>st</sup> .

Design flyers.

Create Contact letters

October 1

Collect contact information from DOE

October 15 – December 15

Notify appropriate staff at Schools, Colleges and University of the scholarship opportunities and encourage the use of the FAEDS Web page for information.

January 1 – February 10

Final reminder sent of scholarship opportunities

February

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

March 1 – April 28

Scholarship Panel reviews applicants and selects recipients.

Review with full Board to finalize number of winners.

May

Award letters mailed to recipients by May 1<sup>st</sup> .

Award letters should request acceptance and college identification returned by May

31<sup>st</sup> .

Mail letters to other applicants.

Request award checks from Treasurer to be mailed to recipients' college financial aid offices by June 30<sup>th</sup>.

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

## **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 draft minutes of the Board of Directors meeting within a month.
- Send approved minutes of the 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 of Board of Directors meeting 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.

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

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

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

Arranges to have the adopted budget published on the Web.

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

Facilitates input and feedback on the budget and financial report from the general membership at the Annual Membership Meeting of FAEDS.

### Treasurer Time Line:

#### January/February/March

Prepare updated financial statement and report at the FAEDS Board meeting at FETC.

Update the budget for distribution at FAEDS Board Meeting at FETC.

#### April/May

Prepare updated financial statement and report at the spring FAEDS Board meeting.

Prepare proposed budget for next fiscal year and send to Board for review.

Distribute updated current year budget at spring Board Meeting.

Get next fiscal year's budget approved at spring Board Meeting.

#### July/August

Writes award checks for scholarships to be mailed to recipients' school financial aid offices.

Arrange for audit of fiscal year's records.

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

Prepares financial statement and reports at the pre-conference FAEDS Board meeting.

Distribute updated budget at pre-conference Board Meeting.

#### September/ October/November

Update the budget based on input from pre-conference Board Meeting.

Prepare financial statement and reports at the FAEDS Board conference meeting.  
Prepare financial statement and reports at the Annual Business Meeting.  
Present budget to the FAEDS membership at the Annual Conference.  
Write checks for Annual Conference (hotel, meals, etc.).  
Update the budget based on input from the Annual Conference.

## WEBMASTER

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

Maintain the FAEDS web site.

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

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

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

Post papers, articles, and comments from the membership.

Post proposed changes in the Bylaws of FAEDS.

### Suggested information items and deadlines for web postings

#### December/January

- 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

- Dates and Location of Next Conference

- Teacher of the Year Announcement

- Conference Team

- Significant Board Actions

#### June/July

- Conference Registration Information

- Scholarship Recipients

- Fiscal Year Adopted Budget

- Significant Board Actions

#### August/September

- Final Conference Information

- Annual Business Meeting Announcement

- Proposed Changes to the Bylaws

- Significant Board Actions