

Florida Public Health Association



Board of Directors' Handbook

September 1998
Revised August 2003

Welcome to the Florida Public Health Association's Board of Directors. This handbook is designed to clarify the roles and responsibilities of FPHA's Officers, Section and Committee Chairs, and the Executive Staff. It also provides guidelines and information about membership, meetings, publications, elections, and awards.

Thank you for your interest and support of public health in Florida!

Public Health: 
Ensuring Healthy People in Healthy Communities



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Mission & Benefits of Membership

The Florida Public Health Association, Inc. was chartered in 1931 and is an affiliate of the American Public Health Association and of the Southern Health Association. It is a corporation not-for-profit and the *only* statewide professional organization exclusively serving public health practitioners in all settings.



The mission of the Florida Public Health Association is to advance public health through advocacy, education, and networking.



The benefits of membership in FPHA include the following:

- Opportunities for professional growth and leadership development through the many volunteer positions on the board and within sections and committees.
- Expansion of network of colleagues, mentors and friends.
- Ability to influence public health policy decisions on the local, state, and national levels.
- Participation in two or more Sections, which provides opportunity to meet and work with colleagues from around the state who are engaged in similar health issues and activities.
- Receipt of the Association's newsletter with information about members, section and committee activities, progress on current state and national public health issues, and updates on membership meetings and activities.
- Eligibility to receive or nominate a recipient for graduate or undergraduate scholarships to advance studies in the field of public health or for FPHA awards that are presented at the Annual Educational Conference.
- Reduced fees for FPHA's Annual Educational Conference and for Regional Educational Programs.
- Opportunity to access organizational information and updates through the FPHA website at fpha.org.

Executive Office

To assist with continuity and efficiency, the Florida Public Health Association contracts with an agency or individual to fulfill the responsibilities of an Executive Office or Director. The office maintains a telephone line and a data base dedicated to FPHA and handles the majority of membership services. The Executive Director may represent FPHA in the execution of business activities as well as serve as the support structure for conference registration and fiscal responsibilities.

Currently, Ms. Sandra Magyar serves as the Executive Director. Contact information is as follows:

**Address: 1605 Pebble Beach Blvd
Green Cove Springs, FL 32043
Tel/Fax: (904) 529-4686
E-mail: magyarsf@bellsouth.net**

Executive Office Responsibilities include:

- Maintenance of a permanent mailing address, telephone number and all files and records of the association.
- Custody of all legal papers of the corporation.
- Maintenance of listing of all obligated fees and record of payment.
- Billing for membership renewals.
- Maintenance of membership data base by section.
- Assistance with the organization of all business meetings.
- Coordination and handling of annual conference pre-registration and on-site registration. Special arrangements must be made for the regional meetings.
- Payment of all bills and invoices according to the approved annual budget.
- Contribution of an Executive Office Report at each Board of Directors' Meeting,
- Assistance to the Membership Committee to increase and maintain association membership.
- Dissemination of Annual Meeting Information.
- Attendance at all meetings of the association.
- Assistance to the Treasurer to ensure fiduciary responsibilities are met and to prepare and present Treasurer's report at all association meetings.

Board Composition and Voting Membership



The following officers constitute the Executive Board:

President
President-Elect
First Vice-President
2nd Vice-President
Secretary (2 year term*)
Treasurer (2 year term*)

This body

- Conducts business on behalf of the association as necessary and unless provided for otherwise in the Bylaws.
- Creates committees as necessary, unless provided for in the Bylaws.
- Adopts internal rules, procedures and forms.
- Makes contracts and incurs liabilities.
- Makes line item changes to the budget as needed and may increase an approved budget by no more than 10% during the fiscal year without approval of the full Board of Directors.
- Recommends Life Time Membership Candidates.

Voting Members (all elected positions) of the full Board of Directors are:

- The Executive Board
- Immediate Past-President
- Three Members-at-Large (Each serves 3 year term)
- Elected Chairperson of Each Section
- Newsletter Editor
- Journal Editor (if journal continued beyond 2003)
- Elected American Public Health Association Representative (3 year term*)
- Elected Southern Health Association Representative (3 year term)*

According to the By-Laws a majority of the Board constitutes a **quorum** for transaction of business.

Standing and Ad Hoc Committee Chairs and Invited Liaisons also serve as non-voting members of the Board of Directors. These representatives are vital to the association's operations and networking throughout the local communities, the state and the nation.

**Terms are rotated for these Directors so that elections are held on alternating years.*

Please see the Bylaws for complete information on duties, vacancies, and elections.

Responsibilities of the Board of Directors

Members of the Board of Directors must be active members of the organization in good standing (membership dues paid for current year). Attendance at the Board of Directors' Meetings and the Annual Meeting is expected. For scheduling conflicts and other reasons for non-attendance, the board member should notify the Secretary or Executive Director in advance of the meeting. A Section Chair may send a representative in case of absence and an elected officer may give a 30 day proxy for vote in writing to another active member. Directors are responsible for the costs incurred for meeting attendance.

The responsibilities of the board include, but are not limited to, the following:

- **Approve membership benefits and dues as recommended by the Membership Committee.**
- **Review, accept, and monitor annual budget.**
- **Adhere to the Bylaws of the Association and make recommendations for revision or clarification to the Bylaws Chair.**
- **Approve amendments to the Bylaws prior to placement on the Annual Business Meeting Agenda.**
- **Approve the association's Legislative Platform prior to placement on the Annual Business Meeting Agenda.**
- **Approve Annual Meeting and Special Meeting Registration Fees as recommended by the Annual Meeting Committee.**
- **Approve the site and dates of the Annual Meeting and other association sponsored meetings.**
- **Advocate for Public Health and FPHA according to established FPHA policies and procedures.**
- **Review and vote on the American Public Health Association Platforms.**

Officers' Responsibilities and Special Assignments

President: Serves as the Chief Executive of the Corporation; presides and conducts meetings of the Executive Board, the Board of Directors, and the membership; makes committee appointments; serves as ex-officio member of all committees; delegates duties as necessary; and serves as official spokesperson for the Corporation. Contacts host county Director/Administrator in preparation for Annual Educational Conference.

Immediate Past-President: Serves as a voting member of the Board of Directors; chairs the Nominating Committee; serves on the Legislative Committee and on the Awards & Scholarship Committee if so named by the current President.

President-Elect: Serves as ex-officio of all committees; represents the association in the absence of the President; attends the annual Training for Affiliate President-Elects at the American Public Health Association in Washington, DC.; typically serves on the Legislative Committee; works with Executive Office to obtain plaque for outgoing President.

In the absence or incapacity of the President, one of the Vice-Presidents, in order of rank, shall call a meeting of the Executive Board to name one of the Vice-Presidents, if duly qualified, as President until the time for the President-Elect to take office.

First Vice-President: Serves on standing committees or ad hoc committees as appointed by the President. Currently, the First Vice-President serves as an active member on the Auditing Committee, the Continuing Education Committee, and the Membership Committee.

Second Vice-President: Serves on standing committees or ad hoc committees as appointed by the President. Currently, the Second Vice-President serves as an active member on the Awards Committee, the Legislative Committee and the Finance Committee.

Secretary: Records all minutes of the association's membership meetings, the Executive Board, and the Board of Directors; sends notice of meetings to the Executive Board and the Board of Directors; distributes by e-mail the copies of the minutes of each meeting as soon as possible after the meeting; customarily keeps a log of actions necessary and pending as a result of Board actions; serves as a member of the Membership Committee.

Treasurer: Develops financial policies for approval by the Board; serves as Chair of the Finance Committee and as an ex-officio of the Auditing Committee; with the assistance of the Finance Committee, prepares the annual operational budget for approval by the Board prior to December 31 of each year; oversees full and accurate account of receipts and disbursements and provides the an account to the Membership at the Annual Business Meeting; maintains regular contact with the Executive Office and reviews or gives the Treasurer's Report at Board Meetings.

Officer Assignments, Continued.

Member-At-Large #1: Serves as an active member of the Finance Committee.

Member-At-Large #2: Serves as an active member of the Educational Conference Planning Committee.

Member-At-Large #3: Serves as an active member of the Bylaws Committee.

Newsletter Editor: Oversees production and distribution of the association newsletter and serves as an active member of the Publications and Communications Committee.

American Public Health Association (APHA) Representative: Attends Annual APHA Affiliate's Meeting with travel and accommodations paid at the State rate by FPHA. Serves on committees as assigned.

Southern Health Association (SHA) Representative: Attends a once-per-year (mid-year) Board of Governors Meeting and the Annual SHA meeting with travel and accommodations paid at the State rate by FPHA. Serves on committees as assigned.

Membership Categories

- **Active Member:** Open to anyone, age eighteen years of age or older, who completes a membership application and pays annual dues within the time frame set for membership and membership renewal. Active members are entitled to vote at the annual business meeting and in the annual election of officers. Dues, as recommended by the Membership Committee, are approved by the Board of Directors.
- **Student Member:** Open to anyone currently enrolled and maintaining status as a **full-time** student in an accredited Florida College or University. The student must complete a membership application and pay annual dues as currently approved by the Board of Directors. Student members are entitled to vote, enjoy the same privileges as a active member, and attend the conferences at a reduced rate as set by the Board of Directors.
- **Life Member:** Eligibility includes anyone who has been an Active Member in good standing for at least 10 years and who is disabled or retired from active (Not in the DROP) employment. The person must submit an application to the Executive Board and be recommended by the Executive Board with approval by the Board of Directors. Life members shall not be required to pay dues or registration fees.
- **Honorary Member:** Any person, organization, trust, foundation, firm, group, society, agency, corporation, association, partnership, or any combination thereof, associated with or engaged in the provision of health services may be recommended to the Board of Directors for approval as an Honorary Member. Honorary members do not pay dues and do not have voting privileges.
- **Organizational Membership:** Open to any county health department, governmental agency, non-profit organization or educational agency involved in the support or provision of community health services. The organizational membership is divided into three tiers: platinum, gold, and silver. The organization may join at any of the tier levels, which allows them to designate individuals within their organization to be FPHA members. These individual are then considered active members and have all of the privileges there of. The organizational membership fees are set by the Board upon recommendation of the Membership Committee.
- **Sustaining Member:** Open to any organization, trust, foundation, firm, corporation, society, association, or partnership who supports FPHA's mission and is associated with or engaged in the provision of health services or desires to support association activities upon approval of the Board of Directors. Membership fees and privileges are set by the Board upon recommendations of the Membership Committee.

Note: Active, Student, Organizational and Sustaining Memberships are paid annually for the calendar year. Any membership category may be changed by amendment to the Bylaws. Membership dues form the primary fiscal base of the association and should be set in advance of any publication or brochure concerning membership and annual meeting announcements.

FPHA Sections

Florida Public Health Association is divided into Sections, which focus on a specific public health discipline or an interest area that crosses many disciplines. Currently, when a member joins FPHA, they select two sections of which to become members, as part of their annual membership fee. Additional sections may also be joined for a small annual fee. Sections may be created and approved by the Board of Directors at any time upon petition of 20 voting members of the association who wish to join that section.

The responsibilities of the Sections include the following:

- Elect a Chairperson to serve as a voting member on the Board of Directors. Chairs of newly-created sections become a voting member of the Board at the annual meeting following approval of the Section.
- Elect or appoint a representative to the Educational Conference Planning Committee, the Membership Committee, and the Continuing Education Committee.
- Hold an annual business meeting and program at the association's Annual Educational Conference. An annual budget of \$100 is available. Coordinate with the Chairperson of the Educational Conference Planning Committee. Meet all deadlines for submission of continuing education materials so that appropriate credits can be awarded. Find sponsors for Section speakers if needed; these are not included in the budget for the annual meeting.
- Conduct business and activities under the provision of the By-laws and the current FPHA Board-adopted policies.
- Meet regionally or at other times throughout the year if desired.
- Forward health policy issues of concern to your members to the Legislative Committee.
- Honor a section member with a special award to be presented at the Award Program at the Annual Meeting if desired. Sections already having such an Award include the Health Promotion Section (J.Y. Porter Award honoring the first Florida Health Officer), the OPM Section (Tony Lefevre Award named in honor of a local dedicated public health worker now deceased), the Maternal & Child Health Section's Leadership Award, and the Social Worker Section's Richard Hoskins Award. The section is responsible for fees connected to the award and for the coordination with the Annual Scholarships and Awards Chairperson for the presentation and the printing of the recipient's name in the Awards Program.
- Provide an update of Section Activities for each issue of the Association's newsletter, which is usually the responsibility of the Section Chairperson unless otherwise assigned.
- Provide a written Section Report for each meeting of the Board of Directors.
- Obtain a Section Membership listing and/or mailing labels from the FPHA Executive Office.
- Communicate with Section members through FPHA newsletter, email, or special mailings.
- Assess fees of Section members, if desired, upon approval of budget by the Board of Directors.

Sections in 2003

Community Injury Prevention and Control
Dental
Environmental Health & Engineering
Epidemiology/Laboratory
Gerontology
Health Promotion
Maternal and Child Health

Nutrition
Public Health Administration
Public Health Physicians
Public Health Social Workers
Sexually Transmitted Diseases

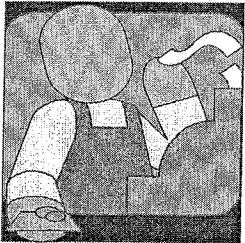
Standing Committees

The Bylaws name the following Standing Committees:

<i>Auditing</i>	<i>Awards & Scholarships</i>
<i>Educational Conference Planning</i>	<i>Legislative</i>
<i>Membership</i>	<i>Nominating</i>
<i>Finance</i>	

It is customary for the in-coming President to select committee chairs with their permission and present them to the Board for approval. In addition, a Bylaws Committee, a Communications and Publications, and a Minority Membership Committee Chair are appointed by the Board to serve for the current year. The Educational Conference Planning Committee also involves several subcommittees, including Continuing Education, Exhibits, Local Arrangements, and Silent Auction. The chairs of the subcommittees are appointed by the Educational Conference Planning Committee Chair in consultation with the President and host county as needed. It is helpful for the Committee Chairs to “coach” one Committee member to assume the chair the next year. *Note: Committee Chairs usually have a book or information to pass on to the incoming Chairperson and may do so through the Executive Office.*

Committee Responsibilities



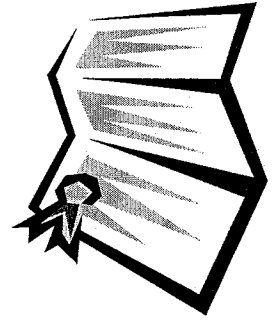
The Auditing Committee

Members: Consists of four members appointed by the President and approved by the Board. One of the Vice-Presidents serves as an active member with Treasurer serving as an ex-officio member. The Vice-President and Treasurer serve for the duration of their respective terms in office and appointed members serve for two years. The Chairperson serves as a non-voting member on the Board of Directors.

Responsibilities are:

- File reports as requested by the Board of Directors.
- Conduct an annual audit of the books and file a written report at the last Board Meeting before the Annual Meeting.
- Provide an audit report in conjunction with the Executive Office and Treasurer to the membership at the annual business meeting.
- Perform other duties as delegated by the Executive Board or Board of Directors.
- Conduct business in conjunction with the Executive Office.

The Awards & Scholarships Committee



Members: Consists of no less than 4 members for a term of one year as established by the President with the approval of the Executive Board. Three (3) members must be Past Presidents of the Association and one member will be a current Vice-President. The Chairperson may be asked to select the committee members and sits as a non-voting member of the Board of Directors.

NOTE: Special awards or recognition, beyond the categories already approved, given on behalf of the Association must be approved by the Board of Directors.

Approved awards and scholarships, with nomination criteria, are listed on the following pages. An award or scholarship does not have to be given each year if no candidate meets the criteria listed. Funds to support the scholarships are raised from the Silent Auction or other fund raisers.

Responsibilities are:

- Solicit through the Newsletter and other communications, names of Active Members or eligible persons for awards and scholarships. Contact Legislative Committee Chair for names for the Legislative Awards.
- Send scholarship announcements to state public health graduate programs. May use liaisons or AHEC Office for listing of current programs. See also criteria on following pages.
- Review award nominations and the particular criteria for nomination process and how the award is given to the recipient. The person nominating the candidate for all awards *MUST BE AN ACTIVE MEMBER OF THE ASSOCIATION*.
- Review the criteria for scholarships and select recipients. Sample evaluation forms are provided in the following section. Notify Executive Office of recipients.
- Work with members who nominated the candidates to assure information is accurate and the recipient is in attendance. The Meritorious Service, the Homer D. Venters and the Robert D. May, MD awardees are nominated without the candidates knowledge and are kept confidential until the Award.
- All other association awardees and scholarship winners must be notified in writing or by telephone by the Chair. FPHA does not pay travel or accommodations for the recipients, however, the committee can work with the Executive Office to find sponsors for scholarship recipients.

Awards & Scholarships, continued.

- Work with Executive Office to prepare awards. The Executive Office will order plaques and engraving according to wording supplied by the Awards and Scholarship Committee Chairperson.
- Obtain checks from Executive Office for Scholarships and Homer D. Venters Awardee for presentation at the awards ceremony.
- Work with Program Chair to plan award ceremony during annual meeting. It is best to have the ceremony during the regular conference agenda to have a wide attendance and to keep members informed. The ceremony can be a breakfast or luncheon, however, funds must be obtained either through sponsorship or a charge to members for a special breakfast or luncheon.
- Give information to Executive Office at least 3 weeks in advance to allow for an award program printing, the Meritorious Award printing and engraving and the preparation of plaques and certificates. A picture of the recipient is needed for the Meritorious Award.
- Work with Educational Conference Chair or Local Arrangement Coordinator to identify volunteers to distribute the award program and Meritorious Service Citation at the time of the presentations.
- Contact sections who give annual awards to confirm they are giving an award for the year. Obtain the name for the program and the name of the presenter.
- Make certain all recipients receive their award if they are not in attendance.
- The outgoing President has the option of giving Presidential Awards (Certificates) each year and he/she is responsible for notifying the Executive Office of the names and of the time he/she plans to give the awards.
- The Presidential Plaque with gavel is given annually to the outgoing President when he/she turns over the gavel to the new President. Although not the responsibility of this Committee, it is helpful for the Chair to remind the Executive Office to order the Presidential Plaque along with the other plaques.

Awards & Scholarships, continued.

Award printing plates are kept by the Executive Office. Meritorious Service Medallions are ordered by the Executive Office as needed from:

**HERFF JONES COMPANY
1411 North Capitol Avenue
Indianapolis, IN 46202
Tel: (317) 635-1554**

Allow 6 weeks working time, plus ordering and shipping time.

Other awards are currently ordered through:

**The Trophy Center
339 Park Street in Jacksonville Tel: (904) 354-8508
or 10092 San Jose Blvd in Jacksonville Tel: (904) 262-0062**

Scholarship Review

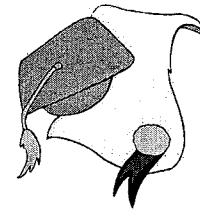
Suggested Criteria -UNDERGRADUATE (Must be nominated by an FPHA Active Member)

Justification for Receipt of Scholarship	5 Points FPHA Student Member 1-10 Pts Relevant Experience 1-10 Pts Goals Attainable/Contributes to Health Field	Points Awarded: _____
Academic Record	10 Points for 2.5/up to 25 Point for 4.0	Points Awarded: _____
School or Program	5 Points Major is in Health Field	
Comments:		Total Points: _____

Suggested Criteria -GRADUATE (Must be an Active FPHA Member)

Qualifications	Evaluation	Points
Reasons for Seeking Degree	1-10 Points Request is expressed in a clear, logical manner with correct grammar, punctuation	
Professional Goals	1-10 Pts Goals Attainable/Contributes to Public Health	
Academic Record	1-20 Pts for GPA/Number of Classes,etc	
2 Letters of Recommendation (From non-family members)	5 Pts for each. Are current and reflect knowledge of applicant in academic or work setting	
Comments:		Total Points: _____

Awards and Scholarships



Association Awards

Any FPHA member, Section or Committee may nominate a candidate for the general awards. All categories may not necessarily be given each year. A description of each award and the procedure for nominating is listed in the table.

Award	Eligibility	Nomination Procedure	Presentation
Meritorious Service Award (A Medallion with printed citation and printed leaflet containing narrative and picture of awardee.)	Given annually to FPHA member who has demonstrated an outstanding record of contribution over several years to FPHA and public health.	Nomination by letter with justification and detailed narrative of achievements.	At Annual Conference Award Ceremony
Homer D. Venters Award (\$100 check, citation & framed certificate)	One award annually to public health laboratory worker (.FPHA) member with less than 10 yrs experience in field.	Nomination by letter with biographical sketch of education and work experience. Generally handled by Lab Admin.	Citation read and certificate with check at Annual Conference Award Ceremony
Hall of Memory (Engraved name plate added to permanent plaque, photo may also be displayed.)	Deceased (at least 2 years) public health or allied health worker whose contribution to public health was significant.	Nomination by letter with 3-5 minute reading eulogy. Family invited.	At Annual Conference Award Ceremony. Photographed with family.
Outstanding Reporter (Certificate)	One award annually to Florida newspaper reporter who has furthered cause of health promotion or disease prevention.	Nomination by letter with documentation – article(s), time, date, story or series.	At Annual Conference Award Ceremony.
Outstanding News Publication (Certificate)	One award annually to a Florida news publication for excellence in health coverage issue(s).	Nomination by letter identifying publication, publisher, editor, and detailed justification.	At Annual Conference Award Ceremony.
Outstanding Television Coverage (Certificate)	One award annually to a Florida television station or reporter for leadership and excellence in covering a major health news event or some aspect of public health.	Nomination by letter identifying station or reporter and detailed justification.	At Annual Conference Award Ceremony.
Legislative Award (Certificates)	Two awards annually to member of Florida or U.S. Senate or House for outstanding leadership in advocating, supporting, or enacting legislation that furthers public health policies and programs.	Nomination by letter detailing nominee's history and accomplishments, specific legislation or legislative activity, benefits, etc.	At Annual Conference Award Ceremony or may be presented at general session or activity that assists in scheduling of having the Legislator present.
Robert D. May, M.D. Award (Engraved plaque)	One award annually to public health worker from FPHA membership who has demonstrated significant accomplishment in the advancement of public health or local of state level.	Nomination by letter with nominee's name, professional status, experience and special accomplishment that justifies nomination. This award is good opportunity to recognize "best practices" in local efforts.	At Annual Conference Award Ceremony.

SECTION AWARDS

Send nomination to Section Chair. Sections are encouraged to find sponsors to support awards.

Tony Lefevre Award (Engraved name plate added to permanent plaque.)	To member of OPM Section in recognition of professional public health contributions and goals	Nomination by letter from OPM Section Member outlining justification for nomination.	Presented at Annual Conference Award Ceremony.
J.Y. Porter, M.D. Award (Engraved plaque.)	Given by the Health Education Section to FPHA member /health educator to recognize outstanding contribution to health promotion profession. <i>(Note: This does not need to be a Health Promotion Section Member)</i>	Nomination by letter to Health Promotion Section Chair outlining justification for award.	Presented at Annual Conference Award Ceremony.
Maternal & Child Health Leadership Award (\$100 Check from Section Source)	To member of Maternal and Child health Section to recognize outstanding contribution in the field of Maternal and Child Health	Nomination by letter from MCH Section Member outlining justification for nomination.	Presented at Annual Conference Award Ceremony.
Richard Hoskins Award	To member of the Social Worker Section who has demonstrated significant contribution to field.	Nomination by letter from Social Worker Section Member outlining justification for nomination.	Presented at Annual Conference Award Ceremony.

FLORIDA PUBLIC HEALTH ASSOCIATION SCHOLARSHIPS

1. **Members** are encouraged to apply for an available FPHA Scholarship of \$500 to be used toward the attainment of a Master's Degree or Doctoral Degree in Public Health or a Master's or Doctoral Degree in the field of public health. Regular or student members are eligible and they must intend to remain in Florida and contribute to Florida's Public Health System. The application must include:
 - One to two page letter with reasons for seeking an M.P.H. degree and professional goals
 - Curriculum vitae, including public health work experience
 - Letters of recommendation for this scholarship from two (2) non-family (preferably a faculty members) references
 - Copy of current transcript showing Grade Point Average.

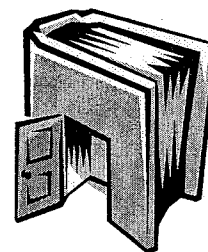
2. A \$300 scholarship is available for an undergraduate student working on a health related degree. The awardee does not need to be a member of FPHA, but should be nominated by a member.

Nominations must include:

 - Letter of Nomination with justification for receipt of scholarship
 - Professional goals of applicant written by applicant
 - Current academic record with Grade Point Average, if available
 - School or program of applicant

Nominations are sent to the Current Awards and Scholarship Chair.

Educational Conference Planning Committee



Members: The Chair is an Active Member appointed by the President, with the committee consisting of one current Vice-President and each Section Chair or their designee. The Chair sits as a non-voting member of the Board of Directors and must be involved with the Board throughout the meetings preceding the conference. The Local Arrangements Coordinator, the Exhibits Coordinator and the Silent Auction Coordinator also serve as committee members. One member is delegated to serve as the Continuing Education sub-Committee Chairperson to coordinate continuing education credits in collaboration with all sections.

Responsibilities include the following:

- Select the format and the theme or focus, preferably at least 8 months prior to the Annual Educational Conference.
- Review and confirm expenses allowed in conference budget and work with Executive Office to obtain sponsorships. Decide if T-shirts will be given or sold.
- Inform Sections of allowable expenses. Expenses, including luncheons, for Section speakers are not part of the Conference budget and are the responsibility of the Section unless the speaker is also speaking at a general session.
- Set up tentative program agenda and format by January. All breaks should be 1/2 hour and held in the Exhibit area if possible. Contact President to determine format for President's Reception.
- Set registration and exhibit fees and obtain approval from the Executive Board or the Board of Directors 4-6 months in advance of meeting.
- Solicit pool of speakers and topics from committee members, Board of Directors, Section Chairs and other association members, through the newsletters or from current hot health issues, especially those identified by the Department of Health.
- Invite speakers, starting with keynote speaker(s), as early as possible. Confirm at least 3 months prior to the conference.
- Invite APHA and SHA Presidents as speakers. Note: APHA pays travel only for representative every third year. Florida hosted in 2000 and 2003.
- Arrange to share Section speakers for General Session if speaker is nationally known or has information that is significant to the general membership.
- Arrange for Brumback Lecturer to fit the spirit of the efforts of Dr. Carl Brumback, who was the Former Director of Palm Beach County Health Department and a pioneer in local public health structure and community collaboration.
- Offer honorariums and accommodations with confirmation in writing according to budget and sponsorships. The Executive Office can assist with room accommodations as complimentary rooms may be available and can be used on different nights for different speakers.



- Request and secure curriculum vitas, brief biographies, objectives, presentation outline, brief bibliographies of their reference materials, AV needs, and pictures as necessary from ALL SPEAKERS INCLUDING SECTION SPEAKERS 3-4 months prior to conference in order to obtain continuing education credits for a variety of professionals. NOTE: A Continuing Education Sub-Committee Chair should be appointed to work with all Sections and continuing education credit providers. *See Responsibilities for Continuing Education Chair.*
- Request that CDs for General Session Powerpoint presentations be given to AV tech the morning of the scheduled presentation.
- Generally, speakers who are a member of FPHA or Department of Health employees are expected to register for the entire conference or for at least 1 day. General session speakers are usually the guest of the Association and receive complimentary tickets for social events and/or the luncheon.
- Arrange poster session or round tables as determined by format decision. Assign Committee member to coordinate.
- Work with USF Public Health Leadership Institute Liaison to determine concurrent activities such a graduation and class presentations.
- Submit tentative agenda to Newsletter Editor for printing in *Spring issue. Presiding Officers are: Opening - President, Day 2- First VP and Day 3 - Pres Elect.*
- Work with Communications and Publications Chairperson to design and distribute flyer/ brochure announcing date and theme for the meetings via a general distribution and to coordinate media releases/coverage at least 3 months prior to event.
- Work with Local Arrangements Chairperson to have speaker AV review/prep room and assignment of (General & breakouts) room monitors to introduce speaker, handle room lighting, AV, take luncheon tickets and prepare registration packets. May need Press Room if national speaker on agenda.
- Keep a log of arrival and departure times for speakers and confirm transportation to and from airport as agreed upon for individual speaker.
- Work with Awards & Scholarship Chair for annual award presentation and program. The Awards Chair is responsible for facilitating the award presentations.
- Work with the Executive Office for the printing of the program.
- Work with the Executive Office to assign rooms for breakouts, sections, space for exhibits and the Silent Auction if held.
- Prepare conference evaluation sheets in cooperation with Executive Office.
- Work with the Executive Office to select menus for functions and breaks.
- Start ALL SESSIONS/FUNCTIONS ON TIME. Use monitors as necessary.
- Work with the Executive Office to have honorariums to give to speakers.
- After the conference, tally the evaluation summaries; provide as needed to continuing education contacts and use as a final report to Board .

Continuing Education Sub Committee Chair

The Chair is appointed from the active membership list either by the President or the Continuing Education Chair. The Chair must work closely with the Sections to obtain continuing education credits for all disciplines.

Responsibilities:

- Attend Educational Conference Planning Meetings and act as liaison among Section Chairs (or Section Program representatives), the various CE providers, and the overall committee.
- Work with Sections to assure CE provider is available for each discipline. Encourage each discipline to give CE for entire conference if their policies allow. If Section Chairs do not have contacts, suggested providers are:

Nursing - AHEC/CHD/USF	Social Work - AHEC
Laboratory - Section Chair	CME - AHEC
Nutrition - Section Chair	Dental - Central FL AHEC
Health Education - AHEC	
- Work with overall Chair to determine if CE fees will be paid by members or will be part of registration fees.
- Collect resumes or vitas and all other required materials from overall chair as received from speakers and sections; prepare appropriate packet for each CE provider.
- Make certain advance flyers and program has proper wording to fulfil CE provider requirements.
- Work with Section chairs to have sign up for CEs at registration desk and evaluation sheets for each discipline.
- Set up procedure to give CE certificates.
- Obtain evaluation summary for each CE provider as requested.

Annual Meeting Program Printing Guide

Cover: Contains FPHA logo, date/location of conference and the conference theme.

Inside front cover: *Blank/Messages or may contain abbreviated conference schedule. Generally the format is as follows:*

Page 1: *Contains the President's message and picture if desired.*

Page 2: *Lists the Association Presidents starting in 1929-31.*

Page 3: *Lists the Meritorious Award Recipients starting in 1959.*

Page 4: *Lists the Officer and Board of Directors.*

Page 5: *Lists Annual Meeting Chair and Committee Members.*

Page 6: *Lists Exhibitors and Thanks to Contributors.*

Page 7: *Contains the Schedule of events and the conference program. It also lists the time the registration table is open and sponsors of hospitality breaks (1/2 hour)*

The program may also list Educational Objectives and the Legislative Platform, a No Smoking Message, continuing education information and an announcement to place all beepers and portable phones on silent during the sessions.

*** Current Printer:** Sir Speedy, Michael Hartley, President
25 East Beaver Street
Jacksonville, FL 32202
Tel: (904) 353-5259 Fax: (904) 353-3073

*** Sign Maker:** another SIGN SHOP, Sharron Nash, Owner
Tel: (904) 215-7576
Fax: (904) 278-0991

NOTE: *The American Public Health Association (APHA) pays for transportation of the President or his/her representative to attend the FPHA Annual Educational Meeting every third year. FPHA is responsible for accommodations, ground transportation and meals. The last year the APHA paid travel for the President to attend was 20003.*



The Local Arrangements Coordinator

An FPHA member from the host city/county is appointed by the President in consultation with the host county and the Education Conference Planning Chair to assist with on-site arrangements for the annual conference. This appointment is for a one year term. The coordinator also serves as a member of the overall Educational Conference Planning Committee and may ask as many members as needed to serve on the Local Arrangements sub-committee.

Responsibilities are:

- Attend Educational Conference Planning Meetings and act as liaison among Program, Awards, Exhibits, Silent Auction Committees and Executive Office.
- Meet with the Executive Office and the hotel representative to confirm meeting dates and needs. Assure hotel contract covers space needs and special equipment if needed.
- Work with conference committee to plan and coordinate social events.
- Work with Planning Committee and Executive Office for breakfast and luncheon sponsorships and arrangements.
- Invite local dignitaries to welcome members at opening general session and provide names to Executive Office at least 1 month prior to meeting so names can be printed in the program.
- Provide breakout/section door signs in cooperation with hotel & Executive Office.
- Coordinate audio-visual needs and arrange to have equipment on-site as required by speakers. This will involve working closely with the Conference Chair and the Section Chairs. May borrow from state agencies.
- Work with sections and conference committee to have presentations on CDs and provide to the AV tech the morning of the presentation for the general sessions.
- Secure a designated computer/AV technician to be available throughout the conference. May need additional volunteers to serve as AV operators/techs for special sections.
- Arrange locked room for audio-visual equipment and a speaker AV review/prep room.
- Set up a tagging system to identify equipment by owner and time and location of use. (Note: a large screen for the general sessions usually has to be rented through the hotel.)
- Arrange for volunteers to serve as room and monitors, assistants for social events (ie. take luncheon tickets) and to prepare conference packets.



The Exhibits Coordinator

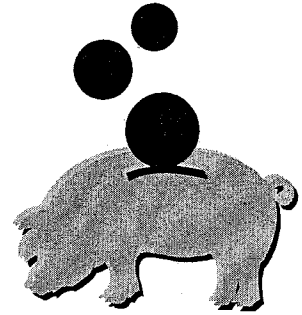
An Exhibits Coordinator shall be named for one year by the President or he/she may delegate the responsibility to the Educational Conference Planning Chairperson. The Exhibit Chairperson is a member of the Educational Conference Planning Committee and works closely with the Executive Office.

Responsibilities:

- Work with Executive Office to recommend Annual Meeting and special meeting Exhibit Fees.
- Coordinate with Executive Office to maintain a list of exhibitors to contact each year for notification of time, date and location of annual meeting dates.
- Contact potential exhibitors at least by the end of January preceding the conference.
- Review list of group or special members who are granted a reduced exhibit fee.
- Work with the local arrangements and/or program planning committees to plan social functions or other activities (Special games, prizes, etc) in the Exhibit area.
- Send each exhibitor a confirmation letter and obtain needs such as electrical outlets, water, etc.
- Request door prizes or raffle items from exhibitors if desired by planning committee.

The Finance Committee

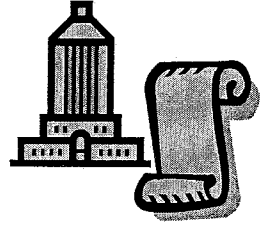
Members: The committee consists of at least 5 members, including the Chairperson, who is appointed by the President from the Active Membership roster, to serve a 2 year term that begins on alternating years with the election of the Treasurer. According to the Bylaws, the Treasurer, the FPHA Journal Editor and one Vice-President are committee members. The Executive Office serves as an ex-officio member.



Responsibilities are:

- In consultation with the Executive Director, develop an annual operational budget for the Corporation and the Journal (if in existence).
- Present the budget to the Board by July 1 of each year for approval to present to the membership at the Annual Business Meeting.
- After discussion with the Board of Directors, negotiate the annual contract with the Management/Executive Office and bring to Board for final approval. Signature should include the President and the Treasurer.

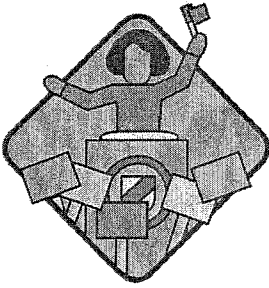
The Legislative Committee



Members: Consists of a Chairperson and at least 3 members to include the Immediate Past-President and the President - Elect. Members serve for one year and the Chairperson sits as a non-voting member of the Board of Directors.

Responsibilities are:

- Prepare an annual Legislative Platform for approval by the Board to present to the Membership for approval at the Annual Business Meeting. The platform is based upon Department of Health Legislative priorities and other priorities as determined by the membership.
- Review and promote favorable legislation affecting health and health services in the public arena.
- Inform the membership of the legislative process through special meetings, the newsletter, and the website.
- Work with the Board of Directors to hold an annual Legislative Update in the Capitol during the legislative session. In some years a breakfast for Legislators and their aides has been held in the Capitol building during Public Health Week and, for the last few years, a legislative update has been held for members in conjunction with a Board of Director's Meeting. Legislators who are sponsors of pertinent health legislation or who are on Committees relating to health issues are invited to speak with the members. This format may change each year according to the needs of the association to impact legislation.
- Serve as a liaison among other health related associations (Florida Medical Association, Florida Nurses Association, etc.) in order to collaborate on promoting or reviewing health legislative issues.

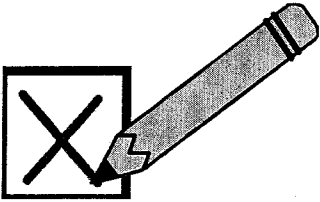


The Membership Committee

Members: Consists of one Vice-President and one Active member from each Section with the Executive Office representative serving as an ex-officio member. The members serve for one year and the appointed Chairperson is non-voting member of the Board of Directors.

Responsibilities are:

- Develop and an annual membership campaign with strategies to increase membership in all categories and to maintain membership in all categories.
- Obtain approval of the Board to implement the campaign.
- Obtain an up-to-date membership list from the Executive Office to use for planning and to certify memberships.
- Review annually the membership dues and and privileges and make recommendations to the Board for setting of the dues for each membership category.
- Review annually the membership categories and privileges and report at least annually to the Board, the number of members in each category.
- Review the number of members of each section and report at least annually the number of members in each section.
- Notify Section Chairperson if the membership falls below 20.
- Receive and recommend candidates for Honorary or Life Memberships.
- Recommend memberships for the Sustaining category.
- Work closely with the Executive Office.
- Recommend to revoke any membership of a member who is delinquent by 30 days in the payment of dues.
- Use the Newsletter and website for membership reports and campaigns.



The Nominating Committee

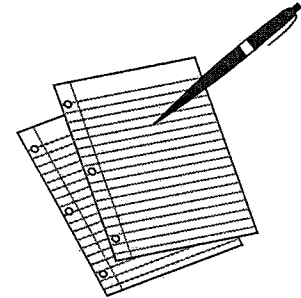
Members: Consists of the Immediate Past-President, a Vice-President, with additional members as established by the Executive Board. The Immediate Past-President serves as the Chairperson and all members serve for a one year term. Sections may not be represented by more than one committee member. All serve one year.

Responsibilities are:

- Prepare a ballot from the Active Membership Role, as certified by the Executive Office, consisting of not less than two nominees for each office.
- Obtain consent from each nominee. Offices can be presented as unopposed if all recruitment efforts so not locate a candidate.
- Assure eligibility for each nominee. The President-Elect must have been an Active Member in good standing for no less than 5 years prior to taking office and shall have been one or more of the following during the preceding 3 years: an elected officer, member of the Board of Directors or Chairperson of a Special Section or Standing Committee. All other candidates must be Active Members in good standing with the Association.
- Prepare, certify and present the ballot to the Board of Directors for approval 30 days prior to the mailing of ballot to the members.
- Work with the Executive Office to mail the *numbered* ballots to the members at least 30 days prior to the Annual Business Meeting.
- Request the Executive Office to tally the ballots. The Nominating Chair verifies the ballots at the Board Meeting prior to the Annual Business Meeting.
- Arrange to have a motion to destroy the ballots after the new Officers are announced at the Annual Business Meeting.

Ad Hoc Committees

The Bylaws Committee

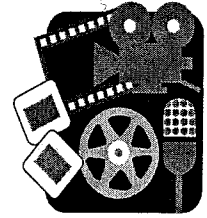


Members: Chairperson from the Active Membership List selected by the President and approved by the Board for a term of one year. Members may be selected by the committee chair. The Chair serves as a non-voting member of the Board of Directors.

Responsibilities are:

- Review the bylaws and recommend changes to the Board of Directors, or prepare revisions based upon review of bylaws by committee.
- Revise bylaws according to recommendations from the Board of Directors.
- Include *effective date* printed in body of bylaws and present recommended changes to the Board with justification for changes.
- Present board-approved changes to the full Membership for a vote at the Annual Business Meeting or in printed format mailed to each member for ballot.
- Provide Executive Office with the changes made and voted upon so that copies can be made for all Directors and members who request copies.
- If approved changes are done in advance, printed these changes in the newsletter and post them on the Web site prior to the Annual Meeting for members to review.
- *Note: bylaws may be changed only by vote of the members.*

Communications and Publications Committee



Members: The Chairperson is an active member appointed by the President for a term of one year and attends the Board of Director's Meetings as a non-voting member. Other members of the committee are the FPHA Newsletter Editor, the FPHA Journal Editor, and the Website Editor or the FPHA member who serves as the liaison with the Website Editor. Other active members may be invited by the Chairperson.

Responsibilities are:

- Revise the FPHA brochure(s) and submit to the Board of Directors for approval to print as necessary.
- Work with Executive Office to keep FPHA display up-to-date and in good condition.
- Appoint a Website Editor or liaison to work with the Executive Office and the Website Editor.
- Arrange for taking pictures (preferably black and white) of conference events and programs. Provide to the Newsletter Editor and Website Editor
- Work with the Board of Directors and the Educational Conference Planning Committee to prepare and distribute press releases on program speakers of special events.
- Coordinate the submission of articles under the auspices of the association with approval by the Executive Board or the full Board, to various publications as part of the communications committee.
- Work with Executive Office and through member contacts to have FPHA display set up at appropriate meetings around the state. This generally involves having a member who is attending an event, take the display with them.

Liaisons from Associations and Educational Institutions

It is the custom of the Board to invite official liaisons from other associations and educational institutions with public health programs to serve as ex-officio members of the Board of Directors. The liaisons assist in networking, sharing of projects, and in dealing with legislative issues among organizations involved with health professionals and health services.

Currently, liaisons invited to share are:

- **Florida Medical Association**
- **Florida Nurses Association**
- **College of Public Health, University of South Florida/Public Health Leadership Institute**
- **Florida A&M University, Institute of Public Health**
- **Student Liaison, Student Association, COPH, USF**
- **Florida Environmental Health Association**
- **Florida Perinatal Association**
- **Florida Dietetic Association**
- **Florida Correctional Medical Authority**
- **Florida Area Health Education Centers (AHEC) Network**
- **Florida Health Planning Councils**
- **Public Health Foundation**

Types of FPHA Meetings

The Annual Educational Conference and the Annual Business Meeting are held in the summer or early fall each year at a hotel or conference center large enough to accommodate concurrent section meetings, however, the Board of Directors has the authority to set the date and location of each meeting. A registration fee and exhibit fees are charged as this is the primary fund raiser other than dues for the association.

The format of the annual meeting is usually two and one-half days starting on Wednesday and ending on Friday. A Board of Director's meeting precedes the annual conference and the new Board of Directors meet for a short time immediately following the conference. Pre-conference workshops and Department of Health Meetings are encouraged, but must be planned in advance so adequate space is allotted in the contract signed with the hotel. The Educational Conference Planning Committee may change the format with Board approval, but must allow for the Annual Business Meeting of the membership and for each Section.

The location of the meeting is decided upon by the Board upon the recommendations of the Executive Office. Sites are reviewed and visited by the Executive Office and a member/s of the association and dates and sites are set at least one year in advance and two years if possible. Sites must be able to accommodate 15 section concurrent breakouts.

Continuing education and professional development along with sharing of successful local and state projects are the primary goals of the conference. It is also an opportunity to get to know peers and colleagues in similar positions in other areas of the state. Student attendance and participation is encouraged and in some years, student papers or poster sessions are presented. Members are notified by advance flyers, the newsletter and special conference registration and informational packets.

In recent years, *the Public Health Leadership Institute* Graduating Class has presented their projects to the membership and a session with the alumni is usually held.

Regional Meetings may be held within a designated area of the state with at least a two week notice to members, by sections or in partnership with other associations and in conjunction with a Board Meeting. These are chaired by an active member who volunteers his/her services. Dates and locations must be set well in advance to schedule the technical assistance of the Executive Office. A registration fee is set and must cover expenses and preferably bring in revenue. No association business is transacted by members.

Board of Director's Meetings are held regularly and may be called by the President at any time or by the President or Secretary upon the request of five or more Directors. A majority of the Board constitutes a quorum for transaction of business.

Executive Board Meetings may be held at any time and may be held via conference calls to act on business of the association. Such meetings are called by the President.

Special Meetings of the membership, other than regional meetings, may be called by a majority of the Board of Directors or by the Executive Board in response to a written request by at least 50 members, with a notice stating the purpose and date of the meeting. No business other than the stated purpose of the meeting may be transacted except upon a 3/4 majority of all members present.

NOTE: See the Bylaws for specific information.

Elections

Elections for *Officers of the Corporation* are held annually by secret ballot of the eligible members of the Corporation (association). No association letterhead, envelopes or budget is to be used for campaigning. All candidates for office must be active members in good standing. In order to be eligible for President-Elect and therefore the President, the candidate must have been an Active Member in good standing for no less than 5 years prior to taking office and shall have been one or more of the following during the preceding 3 years: an elected officer, member of the Board of Directors or Chairperson of a Special Section or Standing Committee. (Also see Nominating Committee) The President-Elect is appointed as President by the Board upon expiration of the President's term of office.

Section Officers must be active members in good standing and shall be elected based on the rules of each section and the Chairperson is a voting member of the Board of Directors.

Terms of Office:

- The President serves one year or until the President-Elect is duly appointed by the the Board of Directors to be effective immediately after the Annual Meeting.
- The President-Elect and Vice-Presidents serve one year terms or until their respective successors are duly elected.
- The Secretary and the Treasurer serve two year terms (alternating) or until respective successors are duly elected.
- The Members-at-Large serve three year terms with a new member being elected each year.
- The SHA/APHA Representatives serve three year terms.

Note: No one person shall hold more than one office on the Executive Board at any one time.

Vacancies: In the event the President is unable to serve one of the Vice-Presidents, *who meets the qualifications of the office*, is appointed by the Board to complete the term of office. All other vacancies shall be filled by a two-third majority vote of the Board of Directors.

Publications

The *FPHA Newsletter* is the voice of the association to the membership. The Editor sits as a voting member of the Board of Directors. The newsletter is published at least three times per year and is sent to each member of the association. The Editor compiles the information and works with the Executive Office for printing. The Executive Office mails the newsletter using mailing labels produced from the membership roster. The Editor announces deadlines set for each issue at the Board meeting and in the newsletter. The newsletter generally includes:

- **The President's Message**
- **Section Reports**
- **Summary of Board Meetings or pertinent actions**
- **Summary of previous regional or annual meetings**
- **Proposed Bylaw changes**
- **Any news of interest to the members**
- **Legislative issues**
- **Award and Scholarship information]**
- **Annual Educational Conference Tentative Agenda**
- **A Membership Application**
- **Articles of state and national interest submitted by members or reproduced from sources such as APHA, Southern Health Association, CDC, etc.**

The **FPHA Web page (fpha.org)** was created to serve as an information source for the members and public health officials world wide. It is maintained through an off-site working relationship with a professional webmaster. Funds to support the website are allocated in the budget each year. All information to be submitted to the webpage is sent for approval through the Executive Office and/or website liaison who serves as a member of the Communications and Publications Committee.

Closing Notes

The information in this handbook has been provided to new and returning directors as a resource during your tenure. FPHA is a dynamic organization that considers new ideas and changes, and therefore, some of the information may become out-dated prior to the next printing. New sections are added as they are developed by active members, and new committees are formed to address new workload issues. Rosters of the Board of Directors are updated and developed soon after the annual meeting and are available on the website. The website is also a source for the latest membership and conference registration forms. Minutes of meetings are also posted on the website after approval by the Board.

Thank you for volunteering with FPHA and joining the leadership of the association.