**Professional Development Committee** shall work in partnership to identify funding streams for assisting staff with continuing education and generally advocating for programs and staff to meet educational mandates. The Committee shall determine training and technical assistance needs, plan and implement training events in conjunction with The Board of Directors and staff of the Association.

**Chair: Francesca Brown Michelle Toral**

**Members:** Natacha Bazin, Francesca Brown, LaShawn Capers-Huff, Jenny Carta Surez, Jaclyn Citarella, Michelle Curl, Stacey Dano, Brigette Davis, Martha Fitzpatrick, Nacole Guyton, Maureen Hussey, Mimi Jefferson, Deborah Jones, Shamella Knight Harmon, Limarys Rivera, Autumn Tomas Michelle Toral, Thea Trimble, Shucrea Victor-Cameron, Valorie Wilkerson and LaTanya Wynn-Hall

**Ex-Officio Member: Dr. Maite Riestra-Quintero, FHSA President**

**Staff: Wanda Minick**

**Sub-Committees**

**Choir Sub-Committee** provides inspirational entertainment during the Annual Conference

**Chair: LaShawn Capers-Huff**

**Education Sub-Committee** establishes, reviews, and selects call for papers and develops educational session tracks for the Fall Leadership Training and Annual Conference.

**Chair: Nacole Guyton**

* Natacha Bazin
* Martha Fitzpatrick
* Deborah Jones

**Sponsorship & Marketing Sub-Committee** works under the direction of the Professional Development Committee and in conjunction with FHSA staff in member and prospect outreach to create the buzz about Conference and identifies and secures sponsors for the Annual Conference. This Committee will develop a social media toolkit for members to use to promote the Conference.

**Chair: Natacha Bazin**

* Jaclyn Citarella
* LaTanya Wynn-Hall

**Fundraising Sub-Committee** charged with implementing a fundraising component at the Annual Conference and Fall Leadership Training to raise funds for the Dollar per Child Campaign. Should the Committee elect to hold, the annual silent auction members will be charged with the administrative and research components of the silent auction and procuring silent auction items. Committee members will coordinate solicitation mailings and thank you letters to donors and arrange item pick-up and delivery to silent auction storage location(s) during the Annual Conference. Execute day of event activities such as creating silent auction table signs and bid sheets, creative displays, day-of-event promotion, and volunteers.

**Chair: Open**

**Entertainment Sub-Committee is** responsible for proposing, planning, and hosting entertainment activities (D.J., bands, games, etc.) and incorporating the décor element at the Conference. Events during the Conference should always be in good taste and consistent with our mission and goals. The use of the conference theme during these activities is encouraged.

**Chair: Open**

* Brigette Davis
* Shamella Harmon
* Limarys Rivera

**V.I.P. Sub-Committee\*** acts as a host to the Conference. They welcome V.I.P. (speakers, government official, or other public figures) greet and formally introduce him or her to key point of contacts, provide them with pertinent information, accompany while in attendance at Conference, assist with any special needs, such as those caused by dietary restrictions or physical handicaps, and address these issues appropriately.

**Chair: Autumn Tomas**

**\****this Committee will only be viable if the Conference is held in person*

**FHSA Policy and Procedures**

All purchases by a committee shall be submitted to the Executive Director to receive approval from the Treasurer. The Board shall not reimburse any person or Committee authorizing a purchase without said approval.

Chairs do not have the authority to contract on behalf of the Board in any way. Only the Executive Director, President, and Treasurer have the authority to contract for services or products.