

FHSA Professional Development Committee

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 assist with meeting 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, Stacey Dano, Brigitte Davis, Gay DeLaughter, Nacole Guyton, Martha Fitzpatrick, Sonya Hill, Julie May McDougal, Kristy Pinkney, Lourdes Plunkett, Autumn Tomas, Michelle Toral, Valorie Wilkerson, LaTanya Wynn-Hall

Ex-Officio Member: Kymberly Cook, 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, and reviews and selects call for papers, develops educational session tracks for the Annual Conference.

Chair: Nacole Guyton

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: Open

Silent Auction Sub-Committee charged with 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 assisting in 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

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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: Open

**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 by 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.