

Proposal of rubric to select Distinguished Officer & Unsung Hero

Self - reflection of your current position by writing a report on how you contributed from Oct.1-Sept.30

Rubric: 1 point each for: attendance to meetings (3 min.), projects, innovations, presentations, social media posts, beyond the duty's accomplishments, bringing new members to AFC, bringing new members to the Technology Commission, collaborations, awards candidate/winner = total of 10 points

Name:

Position:

Date:

Chair's duties:

- The Chair shall preside at all Commission and Steering Committee meetings.
- The Chair shall notify the officers and Technology Commission representatives of meetings and shall publish an agenda.
- The Chair may designate ad hoc committees and appoint individual members to perform such tasks as s/he deems necessary.
- The Chair shall appoint a Nominating Committee of not less than three members. The Nominating Committee shall present a slate of nominees for all offices to the members at the Fall meeting
- The Chair shall maintain a file of the Technology Commission minutes, ad hoc committee reports and approved resolutions and recommendations. This file will be transferred to the newly elected Chair at the annual conference.
- The Chair shall insure that the activities of the Commission are properly organized, publicized to the membership in advance and results reported to the membership through the use of the Current and such other vehicles as are, or may become, available. AFC Technology Commission Bylaws
- The Chair, or the Chair's designee, shall serve as the Technology Commission's representative to the AFC Board of Directors, and as such must attend all Board of Director's meetings.
- The Chair shall verify the finances of the Commission including: the annual "End of Year" report and all financial transactions submitted by the Treasurer.

1) Attendance
2) Projects
3) Innovation
4) Presentations
5) Social media
6) Beyond the duties
7) Bringing new members
8) Adding to Tech. Comm.
9) Collaboration
10) Awards

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Vice-Chair (Chair-Elect)'s duties:

- The Vice-Chair shall preside over meetings when the Chair is absent or incapacitated.
- The Vice-Chair shall perform such duties as may be assigned by the Chair
- The Vice-Chair shall automatically become Chair on a temporary or permanent basis until the next election.
- The Vice-Chair shall plan and coordinate the Spring Conference with guidance from the Chair.

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Name: Bertha Cabrera

Position: Secretary of the AFC Technology Commission

Date: 9/28/2022

Secretary's duties:

- The Secretary shall record, present at meetings, and have published minutes of all meetings of the Commission and the Steering Committee.
- The Secretary shall initiate, communicate, and keep record of all correspondence with all commission members, vendors, guest speakers, and the AFC Board of Directors.
- The Secretary shall maintain and submit a Commission book to Awards Committee Chairperson.

1) Attendance-Participated in the Region I – along with commission's meetings. Attending webinars like Florida Blues Healthy Habits for Busy People as per flyer
2) Projects-Updated Weebly & district websites, and posting on Facebook and social media
3) Innovations- Sending emails to vote on Exemplary Practice Award created rubric for non-exemplary awards. Sending emails to vote on Unsung Hero & Distinguished officer. Created Adobe flyers for the holidays and the events
4) Region I - presenting to the members on the use of LibGuides
5) See platforms maintained and the ones created and posts Facebook, Twitter, LinkedIn, etc.
6) Beyond the duties - Collaborated with Eleazar Asencio adding Pinterest to Social Media & posts
7) Bringing new members – 1 see list of officers
8) Adding to Tech Comm – 1 see list of officers
9) Collaboration-Volunteered for the Retirees Committee
10) Awards – candidate for the non-exemplary awards



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Treasurer's duties:

- The Treasurer shall record and have published banking and financial transactions of the Commission.
- The Treasurer shall present an annual "End of Year" report, concluding October 31 of the current year, to the Commission members at the Fall meeting.
- The Treasurer shall present to the Chair, at the Fall meeting, along with the annual "End of

Year" report, all verification of financial transactions for his/her approval.

- The Treasurer shall present a "Mid-Year" report to the Commission members at the Spring Conference.

- The Treasurer shall develop and present to the Steering Committee for approval, a budget for the Technology Commission by December 1 of each year.

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Webmaster's duties:

- The Webmaster shall maintain the Technology Commission webpage through the AFC Office in Tallahassee.

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Historian's duties:

- The Historian shall collect and preserve memorabilia of the Commission
- The Historian shall display appropriate Commission History at the Spring Conference
- The Historian shall arrange for photography at appropriate commission events
- The Historian shall maintain, update, and distribute the Commission's Handbook
- The Historian shall develop and maintain the commission binder for the annual state convention and submit it by the established deadline for inclusion in the "Outstanding Commission of the Year" program/competition
- The Historian shall attend all Executive Board meetings

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Past-Chair's duties:

- The immediate past chair shall advise the Steering Committee on activities, protocols, and procedures.

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