

## Friends of the Library Job Descriptions

### 1. President's Responsibilities

Two meetings a year—May and October/November (depends on librarian's wish list)

- Schedule meetings
- Draft agenda—discuss with Elizabeth
- Ask people on the agenda to address agenda items
- Ask treasurer to prepare budget update
- Chair meeting
- Review minutes (Secretary drafts them.)
- Distribute minutes (collect the materials people use at the meeting, attach to minutes, and send electronically).

Annual fund drive letter

- Decide on mailing list for letter
- Work with executive committee and Elizabeth to draft letter.
- Copy the letter at the library
- Review mailing list and create labels.
- Purchase stamps.
- Arrange stuffing and stamping group meeting.
- Drop letters—separated into Freedom and out of town—to post office.
- Determine whether to send a thank you gift and arrange for its creation.
- Help send out thank you notes if necessary.

Other activities:

- Coordinate with librarian on when she and the trustees are ready to set requested budget for fall meeting.
- Periodically, coordinate with trustees.
- Coordinate with other committees about their activities
- Set date and help organize Friends potluck; librarian takes the lead and checks with FOL officers to ensure they can attend.

### 2. Vice President's Responsibilities

- Attend two Friends' yearly meetings and meetings of the Executive Board
- Support the President as needed
- Stand in for President when President is absent
- Move into President's role when current President steps down

### 3. Secretary's Responsibilities

- Take notes at executive committee and board meetings

- Gather documents presented at board meetings
- Complete minutes with documents (above) attached
- Develop a to do list based on discussions in meetings
- Distribute minutes and associated materials
- Send thank you notes for donations. (Anne helps do the mail merge during the summer when we have large donation volumes from the annual letter.)
- Draft and post the notice for the annual friends meeting (May)
- Draft and post the notice for the fall friends meeting (November)
- Attend executive committee and board meetings
- Keep files electronically

#### 4. Treasurer's Responsibilities

- Prepare the budget for review and approval by the Executive Committee or the Board of Directors.
- Receive all money donated to the FOL
- Deposit all money donated to the FOL in the Friends' bank account at Citizens Bank.
- Pay all bills incurred by the FOL that have been budgeted and approved by the Friends' Executive Board or Board of Directors or approved by the President within limits stated in the by-laws.
- Keep the books for the FOL on accounting software (preferably QuickBooks).
- Prepare and deliver a financial report at each meeting of the Friends.
- Submit the state (NHCT-2A) and federal (99-N) financial reports annually as required to maintain the FOL's 501c-3 tax status current.
- Follow all financial policies and procedures established by the FOL.

#### 5. Board Member Responsibilities

- Attend two meetings annually
- Vote via e-mail in the event it is required between meetings
- Consider volunteer and giving opportunities as they arise
- May be asked to serve on committees or organize events
- Be an ambassador for the library and the Friends
- Elected annually
- Expected time commitment = 20 hours per year