



## **Board and Volunteer Position Descriptions**

**December 4, 2019**

### **BOARD OF DIRECTORS**

The Friends of the Loveland Public Library Board typically consists of president, vice president, secretary, treasurer, and three to seven board members at large. They are elected for 3-year terms by the membership, and terms are staggered to ensure continuity. Board members conduct the business of the Friends and are responsible for all financial proceedings. All board members are expected to:

- Attend all meetings of the board unless prior notice is given for an absence.
- Read all materials received prior to board meetings.
- Assist with fulfilling the purposes, vision, and mission of the Friends.
- Assist with acquisition and retention of members, and with volunteer recruitment.

### **BOARD MEMBERS**

#### **President**

- Prepares the agenda for all meetings of the board and sends out relevant materials prior to the meetings.
- Presides at all meetings of the board and of the membership.
- Serves as an ex-officio member of all administrative committees.
- Coordinates the preparation of an annual report to the members.
- Coordinates assessment activities as required.
- Serves as a signatory on all financial accounts and contracts.
- Appoints members and chairs of committees, with the approval of the board.
- Works closely with the Communications Coordinator to provide accurate and timely information for the members and the community.
- Ensures that donations are appropriately acknowledged.
- Performs other tasks as required.

#### **Vice President**

- Fulfills the responsibilities of the president during the president's absence or disability.
- Serves as a signatory on all financial accounts.
- Serves as our contact with organizations such as Better Business Bureau and Colorado Gives, updating our records and monitoring communications.
- Performs other tasks as required.

#### **Treasurer**

- Keeps all financial records of the Friends according to accepted business practices.
- Prepares monthly financial statements for board meetings.
- Completes annual tax report form IRS 990.
- Coordinates development of the annual budget.

- Researches and advises the board regarding investments, purchases, and financial policy & procedure statements.
- Serves as primary signatory on all financial accounts.
- Receives all bill and invoices, and remits payment on a timely basis.
- Presides at meetings of the Finance Committee.
- Assists with maintaining donor records and donor acknowledgement.
- Performs other tasks as required.

### **Secretary**

- Records minutes of all meetings of the Friends.
- Prepares written minutes in a timely manner for distribution to board members.
- Maintains back-up copies of minutes and attachments for referral during subsequent meetings.
- Ensures that minutes and other official documents are deposited into Dropbox.
- Performs other tasks as required.

### **Board Members at Large**

- Attend and contribute to discussion at all board meetings.
- Participate in the work of the board.
- Participate in Friends' events and activities when possible.
- Advocate for the library and the Friends in the community.

## **OTHER VOLUNTEER POSITIONS**

### **Membership Coordinator**

- Maintains the membership database.
- Creates reports as requested.
- Communicates with current and potential members relating to membership issues.
- Participates in membership development activities.

### **Volunteer Coordinator**

- Monitors new volunteer form submissions, and distributes names of new volunteers to the appropriate officers or committee chairs.
- Recruits volunteers as requested.
- Ensures that volunteer hours are recorded.
- Participates in volunteer recognition.

### **Database Coordinator**

- Understands all aspects of the membership management system (currently Wild Apricot).
- Assists with training for new volunteers working with the membership management system.
- Manages technical support issues for the membership management system.

### **Communications Coordinator**

- Maintains website.
- Prepares, or coordinates the creation of, PR materials including posters, fliers, bookmarks, and graphic images.

- Coordinates social media posts.
- Coordinates preparation of news releases.
- Works with event committees to ensure that their PR needs are met.
- Works with board president to ensure timely dissemination of information to the membership.

#### **Friends Office Manager**

- Monitors phone messages left on the phone in the Friends office.
- Monitors supplies, such as the letterhead stationery and the membership brochures, and re-orders when necessary.

#### **PROGRAM/EVENT COMMITTEES**

Chairs of committees are responsible for working with the volunteer coordinator to recruit volunteers, ensuring that volunteers are trained and that volunteer hours are recorded, and ensuring that event reports are submitted to the board.