

Duties of Hospitality Chair Friends of Chelsea District Library

This individual is a member of the Friends of Chelsea District Library (FCDL) Board of Trustees. This position requires approximately 2 hours of time per month in addition to hours spent event planning. This position reports directly to the Board President.

Duties include, but are not limited to

1. Attend all meetings of the Friends' Board, the annual Friends' meeting, and Friends' scheduled events whenever possible.
2. Plan and oversee refreshments for the Annual Meeting. This includes coordinating with the President the set-up and clean-up of the event. (4-6 hours)
3. Plan and coordinate Staff Appreciation Luncheon usually in April during National Library Week. Oversee and recruit and utilize volunteers for set-up and clean-up of the event. (8-10 hours)
4. Plan and coordinate kickoff event during National Friends of the Library Week in October. (8-10 hours)
5. Assist with planning and coordination of other events as decided upon by the Board.

Reviewed: August 27, 2019

Revised: August 28, 2019

Approved: September 9, 2019