

Duties of the immediate past-President Friends of the Chelsea District Library

This individual is a member of the Board of Trustees for the Friends of the Chelsea District Library (FCDL). The immediate past-president duties can be completed in approximately 1-2 hours each month. This position reports directly to the Board President.

Duties include, but are not limited to:

1. Attend all board meetings, the annual meeting and Friends' sponsored events when possible.
2. Provide the institutional memory for decisions and actions taken during your presidency.
3. Provide council to the president as required.
4. Chair meetings in the absence of the president or president-elect.
5. Provide leadership and direction to committees at the recommendation of the president,
6. Support all fundraising and membership initiatives.
7. Perform other duties as assigned by the board.

Reviewed: August 27, 2019

Revised: August 28, 2019

Approved: September 9, 2019