

Duties of the President Friends of the Chelsea District Library

This individual is a member of the Friends of the Chelsea District Library (FCDL) Board of Trustees and a member of the Used Book Sale Task Force (UBSTF). The presidents duties can be completed in approximately 4—5 hours each month.

Duties include, but are not limited to:

1. Attend all board meetings, the annual meeting and Friends' sponsored events when possible.
2. Serve as the leader of the Board of Trustees
 - a. Prepare the monthly agenda one week prior to the meeting date.
 - b. Lead the Board meeting using Robert's Rules of Order.
 - c. Establish the meeting times and dates.
 - d. Reserve the meeting space as required.
 - e. Establish and track goals.
 - f. Advocate for the Friends.
3. Prepare the annual calendar of meetings and events
 - a. All Friends annual meeting - usually the last Saturday in January
 1. Prepare the annual meeting agenda
 2. Prepare the annual meeting report
 3. Request approval of the meeting minutes from the previous year's annual meeting.
 4. Submit list of committee officers nominated for approval by the Friends
 5. Request approval of the annual budget for approval by the Friends membership at the annual meeting.
 - b. Supervise the preparation of the Friends annual budget - usually in November
 1. Receive, with the treasurer, the Chelsea District Library's "wish list" for program support (October).
 2. Work with the Treasurer and the library director to formulate donation distribution.
 3. Review and revise the budget needs and performance to budget as required.
 - c. Supervise the presentation of events
 1. With the Hospitality chair establish the date for the Staff Appreciation Luncheon (usually the Wednesday of National Library week in April).
 2. With the Hospitality and Membership chairs, establish the time and date for the event scheduled during the National Friends Library Week in October. This event serves as the kickoff event for the membership drive.
 - d. Create and maintain the annual work plan for all meetings, UBS sales and events sponsored by the Friends of the CDL.
4. Author the Friend's quarterly news column in the CDL news letter.5. Write the biographical information for the person selected by the Board as Friend of the year.
5. Assume the position of immediate past-president, support and work with the successor president.

6. Perform other duties as assigned by the Board.

Reviewed: August 27, 2019

Revised: August 28, 2019

Approved: September 9, 2019