

## **Duties of the President-elect Friends of the Chelsea District Library**

This individual is a member of the Friends of Chelsea District Library (FCDL) Board of Trustees. The president-elect 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. Succeed the president at the completion of the president's term.
3. Work with the president to create the annual work plan of events and activities.
4. Support all fundraising and membership initiatives.
5. In the absence of the president, prepare the agenda and conduct the meetings.
6. Perform other duties as assigned by the board.

Reviewed: August 27, 2019

Revised: August 28, 2019

Approved: September 9, 2019