

## **Duties of the Membership Chair Friends of Chelsea District Library**

This individual is a member of the Friends of Chelsea District Library (FCDL) Board of Trustees. The Membership Chair's duties can be completed in approximately 4-6 hours each 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 board meetings, annual meeting, and Friends' sponsored events when possible.
2. Assist with maintenance of Membership Data Bases:
  - a. Update and maintain the **Global Membership List** (GML). The GML is retained on the Friends Google drive.
  - b. Monitor for "bounce-backs" from email correspondence and returned mail to correct data on the GML.
3. Manage membership drives:
  - a. Organize and schedule Friends' display for the library lobby in October.
  - b. Organize membership drives:
    - 1) Initiate the first membership appeal with an invitation to the Friends' kickoff event in October. About two weeks before the October event, send invitations to all volunteers and current/former members per the GML.
    - 2) Send the second membership appeal, annual meeting invitation, and annual meeting agenda to all Friends. This notice is to be sent about the second week of January or about two weeks before the annual meeting which usually occurs near the end of January.
    - 3) With the Board, plan the membership drive prize. It is awarded by drawing from the names of new Friends who joined between the October event and the January annual meeting.
    - 4) Send the third membership appeal in February.
4. Perform other duties as assigned by the Board.

Reviewed: August 27, 2019

Revised: August 28, 2019

Approved: September 9, 2019