

Friends of the Granada Hills Branch Library
Extended Descriptions of Elected and Volunteer Chair Duties

Prepared 3-9-11 by Sandra Jewett

ELECTED OFFICERS

President

Bylaws: The President shall prepare the agenda and preside at all membership and Board of Directors meetings, serve as an ex officio member of all committees except the Nominating Committee, represent the Friends at public meetings or designate an alternate, and perform the duties as prescribed by these Bylaws.

1. Develops a positive working relationship with the Senior Librarian and library staff.
2. Meets at least monthly with Senior Librarian to stay abreast of any Central Library administrative actions and/or changes and plans about the Library; attends special meetings at Central Library several times yearly.
3. Compiles information for the following:
 - Requests to the Friends for materials for all levels;
(books, CDs, DVD's, book covers, CD/DVD cases, miscellaneous)
 - Special programs and projects
 - Problems at Library (plumbing, graffiti, etc).
4. Picks up mail at Library regularly and distributes to proper person.
5. Communicates regularly as needed with Board Members (monthly prior to general meeting) and with Chairs to follow up on old or new business and to apprise them of strategic information from Central Administration and Senior Librarian.
6. Communicates with committees to share new ideas and/or to develop and implement plans for special events (such as an Open House).
7. Maintains availability to communication with members and the general public to answer questions and make resource referrals.
8. Maintains files pertinent to administration of Friends group:
(minutes of meetings, Treasurer's reports, State/Federal requirements, pertinent grant correspondence, and any other information necessary for smooth operation.
9. Prepares one or more articles for bimonthly newsletter; works with Newsletter Chair to edit submissions; provides final approval before printing; assists Newsletter Chair, as needed, in collating and mailing of newsletters.
10. Encourages members to participate on committees and to interact with neighborhood councils and community groups for support and enhancement of Library services.
11. Stays informed about other Friends newsletters, ALTAFAs newsletters, and shares information with the Board
12. Helps to design and maintain a seasonal bulletin board at front Library entrance.

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ELECTED OFFICERS, continued

First Vice President

Bylaws: In the absence of the President, the First Vice President shall preside at meetings, act on the behalf of the President, attend Board meetings, and assist the President as requested.

**Second Vice President:
Book Sales**

Bylaws: The Second Vice President for Book Sales shall delegate and coordinate the following activities: Sorting, Recruiting Help, Set-Up, Cashiers, Clean-Up, Advertising, Volunteer Incentives.

1. Sorting: keep books of like interest consolidated (non-fiction, fiction, paperbacks, childrens, cookbooks, audio/visual, etc.)
2. Recruiting help: contact members or organizations to help set up and take down; remind volunteers of commitments before book sale
3. Set-up:
 - arrange tables and chairs to accommodate books
 - transfer books from shed to Library Community Room
 - post signs to identify non-fiction, fiction, childrens, etc.
 - post signs with pricing information
 - provide containers with plastic bags to encourage \$5 a bag buys.
 - place "Book Sale Today" signs on the corner of street and in front of Library.

During:

- have volunteers keep boxes on tables full by adding books from boxes under tables
- have volunteers keep room neat

4. Cashiers and Clean-up:
 - circulate a sign-up sheet at meeting before book sale; remind volunteers before book sale

**Third Vice President:
Membership**

Bylaws: The Third Vice President for Membership shall keep records of members and their payments of annual dues and notify members when annual dues are payable.

1. Contact with new members:
 - phone to thank new members
 - inform Telephone Chair of new members for phone tree
2. Contact current members:
 - remind members that dues are payable

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ELECTED OFFICERS, continued

- Secretary** *Bylaws: The Secretary shall take attendance and record the minutes at all meetings of the Friends; maintain a current record of all motions with continuing effect passed by the Friends; and maintain record books in which the Bylaws, standing rules, and minutes are entered, including amendments to these documents. The Secretary shall also be responsible for sending other correspondence that is not a function of officers or committees. The Secretary shall distribute copies of minutes of the general meetings and the attendance sheets to the President and the senior librarian as well as copies of the Board minutes to President.*
- Treasurer** *Bylaws: Treasurer shall collect all revenues; notify Third Vice President for Membership of dues-paying members; pay all bills approved by the membership; keep and maintain proper financial records for the fiscal year; provide a Treasurer's report at each meeting of the membership, and prepare any tax and other pertinent documents required by city, state, and federal agencies.*

VOLUNTEERS CHAIRS

- Bulletin Board Chair** *The Bulletin Board Chair shall be responsible for decorating and posting information about the activities of the Friends (book sales, programs, funds donated to library, etc.) on the bulletin board at the entrance of the Library.*
- Bylaw Chair** The Bylaw Chair, with a volunteer committee, shall oversee changes to the Bylaws as suggested by the Board and/or by a member of the Friends; submit the changes in writing for approval to the members two weeks prior to the meeting at which the changes are to be presented for consideration and approval.
- Historian** The Historian shall keep records of all the activities of the Friends of the Granada Hills Branch Library.
- Hospitality Chair** The Hospitality Chair shall provide refreshments at all the regular meetings of the Friends; set up coffee pot and refreshments thirty minutes (30 min) before the meeting starts; clean up after meetings and keep kitchen in order.
- Newsletter Chair** The Newsletter Chair shall solicit articles for the newsletters from the Friends (spring, summer, fall, winter ; prepare the newsletter, oversee the publication and mailing of the newsletters to members; provide the Webmaster with an electronic version of the Newsletter for publication on the Friends website.

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VOLUNTEERS CHAIRS, continued

Nominating Committee Chair The Nominating Committee Chair coordinates the activities of the Nominating Committee. The Nominating Committee shall be composed of the Chair and two (2) members from the general membership.

Program Chair The Program Chair shall work with members, the Board of Directors, and the Librarian, to schedule and advertize activities of interest to the Friends and the general public.

Publicity The Publicity Chair (Public Relations) shall contact local community groups to advertize used book sales through the use of printed flyers, bookmarks, etc. These community groups shall include resident groups, schools, chambers, rotary clubs, other branch libraries, etc. The Publicity Chair shall also contact local newspapers and on-line publications.

Examples of newspapers:

LA Daily News
LA Daily News Bargain Page
Valley Voice
North Valley Community News

Examples of online publications:

Craig's List (<http://losangeles.craigslist.org>)
Book Sale Finders (<http://www.booksalefinder.com>)

Flyers to local libraries:

Mid-Valley, Porter Ranch, Northridge

Telephone Communications Chair The Telephone Communications Chair shall recruit other members to help notify members of the regular meetings of the Friends, member special luncheons, and other activities of the Friends as needed.

Webmaster The Webmaster shall maintain a website for the Friends listing activities such as the used book sales, volunteer activities, and special programs sponsored by the Friends. The webmaster shall monitor the Email account.

Additional links and posts:

- business friends
- LAPL website
- membership application
- newsletters
- President's message
- Email account: friendsGHL@gmail.com