



DUTIES & RESPONSIBILITIES BY OFFICE

OFFICE OF THE PRESIDENT – Duties & Responsibilities

Duties Defined in BY-LAW

Section 1: The President shall preside at all meetings of the Organization and shall have general supervision of the affairs of the Organization. The President shall be an ex officio member of all committees. The President or designate shall attend the monthly public meeting of the Library Trustees.

Other Duties and Responsibilities

1. Prepares Agenda with assistance of the Officers of the organization
2. Presides over monthly meetings
3. Presides at the membership Annual Meeting
4. As needed presides at other meeting of the organization
5. Appoints Committees and Contact persons
6. Maintains the 'succession list' of officer by service and future availability
7. Monitors Financial Planning and Reports
8. Plays a leading role in fundraising
9. Annually evaluates the performance of the Friends via an Annual Report
10. Participates in committees and attends meetings when invited
11. Ensures Friends are represented at each public Library Trustee meeting
12. Coordinates 501c requirements, reporting and licensure with Library Liaison
13. Attends all business meetings of the organization
14. Attends the annual meeting of the organization
15. Ensures ALL board members have signed required policy statement annually

OFFICE OF THE VICE PRESIDENT – Duties & Responsibilities

Duties Defined in BY-LAW

Section 2: The Vice-President shall assume the duties of the President in his/her absence. In the absence of both president and vice-president, the Officers shall appoint one of its members to act temporarily.

Other Duties and Responsibilities

1. Performs Presidential duties when President is not available
2. Works Closely with the President to develop and implement Friend programs
3. Performs other responsibilities as assigned by the President
4. Attends all business meetings of the organization
5. Attends the annual meeting of the organization

OFFICE OF THE SECRETARY – Duties & Responsibilities

Duties Defined in BY-LAW

Section 4: The Secretary shall take the minutes of all meetings and keep accurate record of all business transacted. The Secretary shall maintain all inbound and outbound correspondence.

Other Duties and Responsibilities

1. Manages minutes of Board Meetings
2. Ensures minutes documented and are distributed to the Friends via hard copy and published on their web page
3. Handles correspondence, including thank you notes, sympathy cards, etc
4. Manages any legal documents and their required signatures
5. Coordinates and oversees the retention of all formal documents of the organization both official hard copies (on-file with Library Liaison) and non-official electronic copies (on the Friends Google Drive)
6. Maintain a list of current and past officer service dates.
7. Coordinates 501c requirements, reporting, and licensure with Library Liaison
8. Able to use Friends software and electronic documents (Quickbooks, Excel, Google Drive)
9. Attends all business meetings of the organization.
10. Attends the annual meetings of the organization.

OFFICE OF THE TREASURER – Duties & Responsibilities

Duties Defined in BY-LAW

Section 3: The Treasurer shall be the custodian of all money and shall deposit them in a bank designated by the Officers. The Treasurer shall present financial statements to the Organization at its regular meetings, prepare an annual report and budget for the December meeting and keep complete organizational accounts.

Other Duties and Responsibilities

1. Manages finances and accounts of the Friends
2. Collects funds from ongoing book sale weekly
3. Collects funds from ongoing membership registration weekly
4. Collects funds from Friends events as needed (PayPal, Eventbrite, Circulation Desk)
5. Collects funds from Friends donations (Amazon Smile, during membership drive, other)
6. Pays invoices collected at the meeting
7. Reimburses expenses to the library approved by Friends
8. Provides a summary report at each general meeting
9. Balances checkbooks and keep record online banking account
10. Assists with ordering of Friends kitchen supplies
11. Coordinates 501c requirements, taxation, reporting, and licensure with Library Liaison
12. Able to use Friends software and electronic documents (Quickbooks, Excel, Google Drive, etc)
13. Attends all business meetings of the organization.
14. Attends the annual meeting.

LIBRARY LIAISON – Duties & Responsibilities

Duties Defined in BY-LAW

A Library staff representative will serve as an ex-officio officer acting as the liaison between the Friends and the CPCL Library, the IRS, and the State of Indiana.

Other Duties and Responsibilities

1. Oversees the Fundraising efforts of the Fundraising/Program Committee
2. Maintains Web presence of the Friends. Includes PayPal, Eventbrite, and other web-based payments for the Friends
3. Oversees Friends Email and Amazon Accounts
4. Design Friends Marketing Brochures
5. Design Friends Fundraising Brochures
6. Assist with and design Friends community outreach 'presentation'
7. A Fundraising expert. Works with Library to determine needs.
8. Responsible for submittal and management of all Federal 501c3 requirements
9. Responsible for submittal and management of all State Business Entity requirements.
10. Responsible for submittal and management of all State Gaming requirements.

11. Responsible for submittal and management of all State Liquor License requirements.
12. Responsible for processing Grant applications and managing the outcomes both financially and within the Library's programming needs.
13. Brings all Library program assistance/funding requests to the budget process and/or general meeting for approval by the Friend's Board.
14. Arranges and or make provisions with Library for Friend's general and specific event printing needs
15. Arranges and or makes provisions with Library for Friends media and publicity needs
16. Attends all business meetings of the organization.
17. Attends the annual meeting of the organization.