

**Friends of the Library, Silver Spring Chapter
Board and Key Volunteer Descriptions
Revised June 1, 2018**

Board positions require current membership in the Silver Spring Chapter, Friends of the Library. Officers are elected at the annual membership meeting held in the fall.

President (elected; member of Executive Committee)

The President leads the chapter in pursuit of its mission: to strengthen, promote, support, and advocate for the Silver Spring Library. The incumbent will be required to forge relationships with community groups to promote the library in Silver Spring. Strong organizational and people skills are required, along with a commitment to community service. The position includes the following responsibilities:

- Arrange and preside over meetings:
 - Set meeting dates for annual meeting, All-Friends meetings, Board meetings, and Executive Committee meetings and reserve meeting room.
 - Ensure that members are given due notice of meetings.
 - Plan agenda; ideally, agenda should be shared at least one day prior to meeting.
- Communicate with library manager on an ongoing basis to determine needs for funding and program support.
- Explore opportunities for community outreach and for developing partnerships to expand program capabilities and strengthen library visibility in the community.
- Arrange for chapter representation at Montgomery County Friends meetings and events as appropriate.
- Oversee and assist with committee work areas. These currently include Membership, Programs, Book Sales, Communications, Outreach, and IT.
- Serve as liaison or manager for special projects as needed.

Vice President (elected; member of Executive Committee)

The Vice President performs duties of the President in his or her absence and has authority to co-sign checks.

- Lead meetings when the President cannot be present.
- Conduct elections of officers at the annual membership meeting.
- Lead the FOLSS strategic planning for the future.
- Assists President with President's duties as mutually agreeable.

Treasurer (elected; member of Executive Committee)

The Treasurer manages all financial aspects of the organization, including maintaining financial records and preparing reports as needed. Duties include:

- Maintain account balance sheets and receipts on all accounts (manual and electronic, e.g., Quicken). Current accounts include (1) FOL checking and (2) new library fundraising.
- Provide routine periodic financial reports as required for the FOL meetings, including reports on income and expenditures to date as compared to the approved budget.
- Pay bills and reimburse expenses authorized by the board and committees.
- Make deposits of sales, dues, and donations income.
- Provide summary of annual financial reports to Friends of the Library, Montgomery County (FOLMC), as required.
- Make quarterly payments: sales tax to comptroller of Maryland; FOLMC new member dues share.
- File and maintain records of annual federal income taxes, MD state taxes, and MD property tax.
- Work with FOL, LAC, and library manager to identify and pursue sources of donations and grants.
- Serve as liaison with bank officials for new signature records, account issues, and renewals.
- Advise board committees regarding soundness of financial transactions.

Secretary (elected; member of Executive Committee)

The Secretary maintains the official records of the chapter and serves as both recording secretary and, to a lesser degree, corresponding secretary. Responsibilities include:

- Attend meetings and take minutes, including names of attendees and all action items.
- Distribute minutes to board and committee members for review and approval.
- Send quarterly newsletters, electronically, to members who don't want print mail.
- Maintain the official file of correspondence.
- Assist as needed with sending news and email updates to members.
- Write thank-you notes as appropriate for donations received.

Membership Chair (appointed; member of Board)

The Membership Chair maintains chapter membership records and performs related tasks as follows:

- Maintain membership list: add new members, delete lapsed members, maintain updated email list.
- Create mailing labels as needed.
- Keep membership forms current.
- Send renewal forms according to schedule for members to renew.
- Send occasional email announcements to members as needed, or as requested by executive board or secretary.
- Send thank you letters to new and renewing members, along with membership cards.

- Prepare and submit quarterly reports to MCFOL, along with a \$5 fee for each new and renewing member. (We receive checks from MCFOL for online memberships.)
- Approach members for active involvement in chapter work areas and committees, such as book sorting, fundraising, program planning, and board positions.

Program Chair (appointed; member of Board)

The Program Chair is responsible for arranging programs to expand and supplement those arranged by the library department. This is done in coordination with the library manager or designated staff.

- Present proposed program budget for Board approval in conjunction with annual budget preparation.
- Determine program priorities and dates.
- Identify potential performers, storytellers, speakers, etc. from resources provided by library staff and the community. Confirm dates and times for programs with library staff. Schedule program providers and request contracts/invoices to forward to treasurer for payment.
- Communicate with President and Communications Chair about upcoming events.
- Provide summary description of programs, promotional photos, and details of date, time, and location to Communications Chair.
- Arrange staffing for events, including someone to introduce programs supported by Friends.
- Report program attendance and evaluation to FOLSS Board and provide brief reports for newsletter including available photographs.

Book Sale Chair (appointed; member of Board)

The Book Sale Chair is the primary point of contact and responsibility for book and media donations and sales. Key responsibilities are to:

- Perform the following tasks, and train and schedule volunteers to help with:
 - Sort and/or price books
 - Monitor new donations to ensure that they do not accumulate in public area
 - Separate and store quality books for special pricing
 - Restock book cart
 - Other tasks as needed
- Work with branch manager and library staff to address issues related to books and book carts.
- Report to Board monthly sales figures; lead discussion on issues relating to book sales and carts.
- Empty cash boxes, record and prepare deposits monthly for book sale proceeds; ensures that treasurer has copy of deposit slip.

Outreach Chair (appointed; member of Board)

The Outreach Chair helps ensure that the local community is aware of Friends-supported activities and volunteer needs. This includes outreach to both current and potential members. This position works in coordination with the President, Program Chair, and Communications Chair. Key responsibilities are:

- Maintain news and contact information sheet (including listservs and social media).
- Ensure that announcements are sent to proper outlets.
- Identify opportunities for community outreach (e.g., Blues Festival, Taste of Fenton).
- Secure volunteers for outreach activities.

IT Chair (appointed; member of Board)

The IT Chair supports the communications technology needs of FOLSS. The position requires familiarity with Google apps, including administrative console, Google drive, Gmail, and Google voice. Primary responsibilities are:

- Maintain folss.net domain (renew domain name and send payment once a year).
- Maintain the following accounts: administrator@folss.net, rsvp@folss.net (includes voice #).
- Set up and maintain user accounts as needed (set up new account and change passwords, delete obsolete accounts, rename accounts based on new chair positions).
- Maintain and organize online database of materials (upload, set permissions and sharing; includes membership lists, flyers, bylaws, etc.).

Communications Chair (appointed; member of Board)

The Communications Chair coordinates and oversees chapter communications with the public, with the goal of expanding awareness of the FOLSS, its work, and the programs it supports.

Primary responsibilities are:

- Maintain FOLSS chapter website (WordPress).
- In coordination with Membership Chair, send periodic updates to local chapter members via Mailchimp.
- Provide social media posts to FOLMC for publication on Facebook and Twitter (chapters not permitted to maintain their own accounts).
- Cultivate others who are active on social media to retweet FOLMC postings and/or create original posts highlighting upcoming events/programs.
- Coordinate with Newsletter Editor on content for quarterly newsletter publication; suggest or contribute articles as needed.
- Mail print copies of newsletters to individuals who don't want email.
- Coordinate with Program Chair to create flyers and/or posters for programs.
- Coordinate with Program Chair to arrange photography for FOLSS-sponsored events.

- Guide publicity volunteers on placement of news and program announcements in Source of the Spring, Downtown Silver Spring calendar, and other online outlets as appropriate.
- Develop outreach network through neighborhood and civic association listservs.

Book Sorting Volunteers

Volunteers are needed, with flexible hours, for several functions related to the Friends' sale of used books and media, including:

- Monitor and move donations to ensure that they do not accumulated in public area.
- Separate and store quality books for special pricing.
- Restock book carts.
- Separate moldy books, materials in poor condition, outdated text books and travel guides as directed.
- Shelve donations in appropriate cases in storage room.
- Assist with one-day book sales as time permits.
- Other tasks as needed.

Newsletter Editor

The Newsletter Editor plans content and production of four newsletters per year, in March, June, September, and December; special issues can be produced as needed. Responsibilities:

- Assign and/or writes stories.
- Review submissions and edit material to send to layout.
- Identify graphics or other visuals to accompany stories.
- Work with layout volunteer to produce electronic and print versions.
- Coordinate with Secretary to ensure that newsletter is sent electronically to members.

Author Series Coordinator

The Author Series coordinator works with with Library staff and LAC members, as appropriate, to research, plan, and carry out author speakers programs. Specific responsibilities include:

- Identify potential speakers, in consultation with FOLSS President, Library staff, and Program Chair.
- Contact speakers to assess interest and availability to speak on proposed dates; follow-up as necessary.
- Confirm arrangements with speakers and with FOLSS President, Library staff, and Program Chair.
- If speaker payment is required, coordinate contracting with Treasurer.
- Coordinate publicity for event with library staff and Communications Chair.
- Email sales contact at Politics & Prose to order books for sale at event (at least 2 weeks in advance).
- Arrange for someone to be available to take payment (including credit cards) at event.

- Introduce speaker on night of event.
- Arrange for return of unsold books P&P for books sold; request check from Treasurer for books sold; report gross sales to Treasurer.
- Email speaker with note of thanks after event.

Chamber of Commerce Liaison

The liaison serves as FOLSS's primary point of contact with the Greater Silver Spring Chamber of Commerce (GSSCC) and represents FOLSS at Chamber-organized events such as networking breakfasts, after-hours socials, and other open meetings. Specific responsibilities include:

- Network with Silver Spring businesspersons and other organizations' representatives to get to know them, their goals and concerns, and to make them aware of the FOLSS and SS Library capabilities and needs.
- Understand how the Chamber decides on its priorities for lobbying and influencing county and state initiatives and regulations that might affect the library and the FOLSS; report relevant findings to Board.
- Identify opportunities to present FOLSS and library roles and needs to Chamber members (either at formal meetings or independently to members), in coordination with the FOLSS Board.
- Collect information disseminated by the GSSCC about Downtown Silver Spring activities, construction projects, parking policies, or other happenings that may affect library patrons (e.g., Purple Line construction schedules and traffic detours pending) and report to Board.
- Recommend GSSCC members for FOLSS membership based on their interest (carry membership applications to meetings for general sign-ups, but identify potential Board members to the President for personal follow-up).