

Friends of the Lacey Timberland Library

Job Description

Co-Presidents

This is an elected office that is shared by two people who agree to work together and share the following responsibilities. It is recognized that each person will bring their own unique skill set and personality to the office. Responsibilities will be divided as evenly as possible reflecting the respect each person has for the other.

The Co-Presidents are nominated and elected by the Friends Board of Directors. They are limited to serving three consecutive terms of two years each.

They work closely with the other elected officers including the Treasurer and Secretary.

They provide aspirational support during meetings in support of organizational policies, operational procedures and personnel matters.

They are members of the Budget Committee which also includes the Treasurer and an at-large member of the Board of Directors. They participate in the development of both the Library Budget and the Friends Budget. They review and co-sign a monthly Reconciliation Report prepared by the Treasurer for the Friends bank accounts. They are signatory on the Friends Bank Accounts and have access to the safe. In the absence of the Treasurer, they perform cash counts and make bank deposits. They apply for grants when requested and are open to seeking other means of revenue.

They preside over and conduct Friends Board Meetings: currently every two months, on odd months. Notice of this meeting, an invitation to all members and the proposed agenda shall be posted on the Friends Website one month prior to meeting by the presidents.

They represent the Friends to the library administration, community organizations and the broader community.

They recruit to fill empty board and committee positions.

They monitor Friends email and respond to requests.

They send thank you letters to significant donors.

Co-President Job Description

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They work to support new initiatives and operational methods that enhance the Friends Organization.

They shall be an active listeners

They work to achieve consensus

They work to promote a non hostile volunteer environment consistent with the Statement of Values as outlined in our Bylaws. That includes no tolerance for hate speech, no discrimination of any kind, no intolerance for political opinions. We are an apolitical organization and welcome people with diverse political opinions.

They work to resolve conflicts and to find unity of purpose. Volunteers are entitled to be valued and respected, and they in turn have an obligation to behave in a respectful manner towards others.

They develop methods to show appreciation and recognition to volunteers and leaders for their contributions.

They will work to support the highest standard of ethical conduct by volunteers as stated in the Standing Rules. Assuring members are volunteering for appropriate reasons. Volunteering for personal gain is contrary to the spirit of our organization. All sorting and book handling is for the benefit of the library and the community we serve.

They work to support free speech as a cornerstone of democracy and a free society. They assure that volunteers are aware they have no authority to ban books whose content they do not agree with.

They work to assure all donations received are allocated towards their intended purpose as stated in Article Two of our Bylaws. Our purpose is to raise funds to provide support for library programs and facility needs. We also share new and used books with other community partners who share our passion to promote literacy.