

## **Job Descriptions – Friends of the Fern Ridge Library**

### **President**

From by-laws:

The President shall:

- (a) Preside at all meetings.
- (b) Appoint all ad hoc committees and chairpersons thereof.
- (c) Serve ex-officio as member of any committee.
- (d) Prepare an agenda of specific items to be considered at each meeting of the organization.
- (e) Generally perform the duties of the presiding officer.

The President will be the Chairperson of the Board of Directors.

#### **Duties:**

Serve as authorized signer on Friends' bank account.

### **Vice President**

From by-laws:

The Vice President shall perform the duties of the President when the President is absent and perform the duties of the President when so instructed by the President or when the President is unable to do so.

The Vice President is a member of the Board of Directors.

#### **Duties:**

Serve as authorized signer on Friends' bank account.

Make room reservations and provide publicity for quarterly meetings (and any special meetings that may be called)

Work with membership coordinator on events and outreach.

### **Secretary**

From by-laws:

The Secretary will perform or oversee the performance of the following duties:

- a) record and keep the minutes of the meetings of the members and of the Board of Directors and of any Board committees, in one or more books provided for that purpose;
- b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law;
- c) be custodian of the corporate records;

- d) keep a register of the mailing address of each voting member as provided by such member;
- e) ensure that all required state and federal reports are prepared and filed in a timely fashion; and
- f) perform or oversee all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors. The Secretary may delegate some or all of these tasks but remains responsible for their proper completion.

### **Treasurer**

From by-laws:

The Treasurer shall be responsible for the collection, safekeeping and expenditure of all funds, securities and properties as authorized by the President and maintain the financial records of all business transactions of the organization.

The Treasurer shall be responsible for maintaining adequate books of financial records. A report of all funds received and disbursed shall be made by the Treasurer at each regular meeting.

### **Duties:**

**Pay bills** for purchases approved by Friends.

**Deposit funds** on a timely basis.

**Submit reports** at quarterly meetings

**Maintain records** of deposits and expenditures.

**Reconcile monthly bank statements.**

**Compile records for annual financial review.**

**Work with secretary to submit annual reports** to Oregon Secretary of State and to Oregon Department of Justice on forms they provide, and Form 990 to IRS.

## **Membership Coordinator**

### **Duties**

1. Working with secretary, maintain records of current members.
2. Send out renewal letters and forms.
3. Process new and renewal memberships.
4. Recruit new members.
5. Work with vice president on events & outreach.