

## JOB DESCRIPTIONS FOR FRIENDS OF CARNEGIE LIBRARY OFFICERS AND COMMITTEE

### **CHAIR**

- 1 To preside over Committee and General Meetings of the Friends. Meetings should be conducted in such a way that:
  - (a) The agenda is adhered to
  - (b) Each item is given sufficient time according to agreed priority
  - (c) Everyone who wishes to speak has a chance, and order is maintained
- 2 To be a key spokesperson and public face for the Friends, a main contact for outside organisations and authorities
- 3 To ensure that all activities organised or undertaken by the Friends are in accordance with the aims as stated in the Constitution and as agreed by members at General Meetings
- 4 To represent the Friends on bodies to which we are affiliated, or ensure another committee member or committee-appointed member does so
- 5 To keep the Committee informed of developments, meetings or events which may be of relevance or interest

### **VICE CHAIR**

- 1 To support the Chair and deputise when required
- 2 In the event of the Chair becoming incapacitated or resigning, to take the role of Acting Chair until the next AGM or an EGM called to elect new officers
- 3 Depending on particular interest, to co-ordinate a sub-committee or working group

### **TREASURER**

- 1 To maintain the FoCL bank accounts, keep financial records and produce statements
- 2 To pay disbursements and expenses as instructed by the Committee, keeping copies of all receipts, invoices, claims and other financial records
- 3 To give a brief financial report at committee meetings and produce scrutinised annual accounts to present at the AGM

### **SECRETARY**

- 1 To book dates of committee (and other) meetings in advance with Library Manager; liaise with the Chair in preparing agenda; to take minutes and circulate them
- 2 To receive and process nominations for officers and committee membership and keep a record of any co-options, resignations or other changes

Other tasks by agreement may include maintaining an archive and correspondence

**Committee Members** should make every effort to attend meetings, otherwise to convey apologies for absence; to abide by decisions and majority votes; to keep within the aims of the Friends and be a good representative of the membership. *Non-officer roles include:*

### **MEMBERSHIP SECRETARY**

- 1 To maintain a database of current members and volunteers; the membership list and members' contact details are confidential. To maintain a supply of blank membership forms

- 2 To send Newsletter to members who wish to receive it by email; to provide distribution lists for Newsletter deliveries
- 3 To liaise with Treasurer re subscriptions collected and chase outstanding subs; to email renewal reminders and information on specific Friends or library service events
- 4 To provide lists of volunteers for various areas or tasks
- 5 To take attendance check at AGMs or other General Meetings

#### **NEWSLETTER EDITOR**

- 1 To write lead articles and seek contributions for Newsletter. Submission deadline is normally the middle of even months, publication at the end of the month for issues dated the next (odd) month
- 2 To liaise as needed on typing, layout, masthead, images etc.
- 3 To ensure paper and printing facilities are available at least cost and in good time
- 4 To liaise with Membership Secretary and volunteer distributors for delivery to all FoCL members plus complimentary copies agreed
- 5 To liaise with Publicity Officer, Events/Social Secretary, Website Manager, Library , other Friends groups or local societies and the press as appropriate

#### **PUBLICITY OFFICER**

- 1 To generate news stories, press releases and events/actions to keep Carnegie Library and the Friends campaign and activities in the public eye
- 2 To maintain good relations with the media and contacts to help publicise our activities; this includes websites, blogs and social media
- 3 To liaise with Newsletter Editor, Website Manager, poster designer, poster laminators & distributors, other Friends groups and related organisations
- 4 To maintain a file of press cuttings, photographs, video and other records of our activities, events and related information

#### **EVENTS TEAM/SOCIAL SECRETARY**

- 1 To organise events or liaise with other events organisers and helpers to ensure all FoCL events, or those we help facilitate, run smoothly. Main events include Open House London, Open Garden Squares (we participate in alternative years with OHL), Bat Fun Day and Winter Fair. Non-committee members are welcome to join the team.
- 2 To coordinate monthly Tea & Gardening days; to provide a tea stall/refreshments for other occasions on an *ad hoc* basis
- 3 To maintain a diary of events and avoid conflicts or clashes
- 4 To liaise with Publicity Officer/Newsletter Editor to ensure events are widely and accurately advertised
- 5 To liaise with library staff and officials to ensure all are informed and agree to events & activities we plan in the library. To liaise with other Friends groups and officials, e.g. for the Bat Walk, Ruskin Park Fete and other outside events

Some of these roles can be combined or redistributed. Flexibility and cooperation are key.

11.12.2014