



Board and Committee Responsibilities

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Elected Positions (Executive Team):

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Board Member General Responsibilities

- Regularly attend Board meetings and related meetings
- Participate in committee work and outreach activities
- Volunteer for and accept assignments, and complete them on time
- Stay informed about Board matters
- Prepare for meetings
- Review and comment on minutes and reports
- Build a working relationship that contributes to consensus
- Work with Writer and Editor in Chief and Volunteer Coordinator as needed to ensure up to date, quality communications
- Submit volunteer hours and accomplishments (personal and for all areas of responsibility) no later than January 31, for the previous year

President Responsibilities

- Serve as chief executive officer
- Preside at all Board of Director meetings
- Call special meetings of the Board
- Sign and execute contracts, instruments of conveyance or obligations, and checks
- Perform other duties and have such powers as assigned by the Board
- Serve as ex-officio member of all committees
- Develop meeting agendas with the Board Secretary
- Oversee strategic planning
- Appoint committee chairs in consultation with other Board members
- Monitor financial planning and financial reports
- Evaluate annually, via written annual report presented in the February Meeting, the performance of the Friends in meeting its mission
- Serve as Liaison with the Maricopa County Library District and RCSC

Vice President Responsibilities

- Perform all duties and have all powers of the President in the absence of the President, or if the office of the President becomes vacant.
- Work closely with the President
- Oversee all Public Relations related Committees and Programs to ensure consistent quality, branding, and tone in all materials, presentations, and media

Secretary Responsibilities

- Give notice of all Board meetings
- Prepare Board agenda and Board minutes according to Board adopted format

- Distribute agenda of Board meetings not less than four days in advance of the scheduled meeting
- Distribute minutes to members within one week of the meeting
- Maintain minutes of all Board proceedings
- Sign, with the President, in the name of the Corporation, all contracts authorized by the Board
- Perform all duties incidental to the office of the Secretary
- Prepare and distribute all Board letters, notes, or memoranda
- Preside at meetings without the President and Vice President until a temporary chairperson is elected

Treasurer Responsibilities

- Oversee the funds, securities, and assets of the corporation
- Secure and maintain all IRS communications files including copies of all tax forms filed
- Secure and maintain all State of AZ communications files including copies of all tax forms filed
- Maintain full and accurate records of all corporation financial transactions in accordance with generally accepted accounting principals
- Reconcile all accounts monthly and provide reconciled account information to accountant when requested
- Compile and submit all information requested by accountant in order to prepare complete and accurate tax returns
- Prepare financial statements, reports, budgets, and analyses as needed
 - Prepare monthly balance sheets and profit/loss statements
 - Prepare monthly the current month's budget and year-to-date budget totals
 - Prepare annual cash flow statements
- Maintain all books and records to be available for Board inspection
 - Deposits
 - Prepare deposits timely
 - Enter all deposits into QuickbooksPro at least once weekly
 - Disbursements
 - Write and enter checks as needed/account for every check sequentially
 - Ensure that invoices are approved by the Board
 - Ensure each check written has two signatures
 - Update signature cards annually
 - Petty Cash
 - Maintain balance in petty cash
 - Log petty cash expenditures in the petty cash receipt book
 - Attach expense receipts to petty cash receipt book
 - Reconcile and replenish petty cash as needed
- Prepare annual budget
 - Request committee budget information for inclusion in the annual budget

- Present proposed budget for coming year at the December Board meeting
- Report to the Board of Directors
 - Provide monthly the current month's budget and year-to-date budget report
 - Prepare minutes of Finance Committee meetings
 - Provide Finance Committee meeting reports to Board of Directors

Bookstore Manager Responsibilities

- Manage Bookstore in an efficient, user-friendly, and safe manner
 - Control Bookstore inventory and storage
 - Price Bookstore merchandise
 - Reconcile daily Bookstore receipts with cash register tally
 - Prepare and make weekly deposits of Bookstore receipts
 - Coordinate book signing with Library Manager
 - Coordinate with Board Treasurer
 - Coordinate Bookstore advertising with Advertising Chair
 - Update bulletin board at Bookstore entry
- Manage Bookstore volunteers (coordinate with Volunteer Coordinator)
 - Recruit and orient new Bookstore volunteers
 - Schedule Bookstore volunteers
 - Regularly update current Bookstore volunteers
 - Schedule book pickups from patrons as requested
 - Coordinate with eStore sellers
- Report to the Board of Directors
 - Prepare written monthly reports for Board meetings
 - Provide annual written report to the Board of Directors for presentation at January meeting
 - Recommend Bookstore needs and suggestions for improvement to the Board of Directors
 - Submit budget for coming year no later than December 1st of current year

Maricopa County Library District Representative Responsibilities

- Represent MCLD at all Friends Board Meetings
- Report on MCLD programs, needs, changes, etc. that relate to the Friends mission
- Ensure MCLD shares all volunteer data with the Friends Volunteer Coordinator in a timely manner

Recreation Centers of Sun City Representative Responsibilities

- Represent RCSC at all Friends Board Meetings
- Report on RCSC programs, needs, changes, etc. that relate to Sun City Libraries and/or the Friends Mission

Volunteer Coordinator Responsibilities

- Develop and maintain knowledge of the Sun City Libraries and the Friends of the Sun City Libraries, Inc. volunteer needs
 - Work closely with volunteer managers to ensure a detailed knowledge of specific volunteer needs
 - Attend monthly Board meetings and be aware of other volunteers needs and requirements
 - Proactively suggest new volunteer opportunities to the Board when appropriate
- Be the first point of contact for all volunteer candidates
 - Work with the Outreach committee to attract new volunteers as appropriate
 - Respond to all volunteer inquiries within 48 hours whenever possible
 - Monitor all volunteer inquiry channels (phone calls, emails, application drop offs, etc.) to ensure a fast response
- Interview all volunteer candidates
 - Educate the candidate on the Friends and the various volunteer opportunities available
 - Determine candidate's volunteer interest area(s), past experience, and talents that might be utilized
- Capture and maintain all relevant data for all volunteers
 - Maintain application data (name, address, phone(s), email, interests, talents, availability, restrictions, emergency contact, etc.) in central, secure location
 - Ensure data is safe, secure, and backed up.
 - Maintain data on volunteer status, position(s) held, dates, recognition, and hours worked
 - Ensure all required paperwork is complete
 - Work with Board to provide data when needed (e.g. a list of emails, dates used in recognition ceremonies, hours worked annually by department, etc.)
- Refer qualified candidates to appropriate volunteer manager(s)
 - Pass on all relevant data of successful candidates to volunteer manager(s)
 - Work closely with volunteer managers on an ongoing basis to maintain data integrity (date hired, status changes, hours worked, etc.)
- Maintain clear, consistent communication with volunteer candidates, volunteers and volunteer managers
 - Work with volunteer managers to ensure any volunteer material needs are met (name tags, aprons, rewards, gifts, etc.)
 - Follow up periodically to assess volunteer satisfaction
 - Conduct volunteer surveys as appropriate
 - Act as an ongoing liaison for all volunteers and volunteer managers; promote an open door policy
 - Work with volunteer managers for recognition and promotional opportunities
- Report to Board monthly on coming plans and/or needs
- Annual Responsibilities
 - Submit budget to Treasurer no later than December 1st for the following year

- Submit volunteer hours to the President no later than January 31st for the previous year
- Prepare annual report that includes dollars spent, volunteers added/subtracted, long term plans, and any other accomplishments to the President for inclusion in annual report no later than January 31st for the previous year

Board Development Committee Responsibilities

Purpose: Seek, interview, and recommend prospective Board members and officers; orient new Board members; provide development sessions for all Board members

Responsibilities:

- Identify, cultivate, and recruit new Board members and coordinate with Volunteer Coordinator for volunteer processes and hours
 - Strive for a diverse, representative Board
- Meet with prospective Board members and recommend candidates to the Board
 - Implement an application process for prospective Board members, working with Volunteer Coordinator
 - Interview prospective candidates
 - Select candidates for presentation to the Board
 - Present candidate profiles to the Board
- Conduct Board approved orientation sessions for new Board members
- Recommend a slate of officers to the Board
 - Meet with current officers to determine whether they wish to continue
 - Meet with remaining Board members to see if they wish to be an officer
 - Find Board members to fill officer vacancies
 - Present a slate of officer candidates for Board election in February
- Plan and implement ongoing Board development programs
 - Seek Board needs and appropriate organizations to deliver programs
- Maintain up to date Board member and committee responsibility descriptions
 - Consult with current officer and committee chairpersons
- Suggest non-Board individuals for committee membership
- Report to Board monthly on ads run, budget status, and coming plans and/or needs
- Annual Responsibilities
 - Submit budget to Treasurer no later than December 1st for the following year
 - Submit volunteer hours to Volunteer Coordinator no later than December 31st for the previous year
 - Prepare annual report that includes dollars spent, Board members added/subtracted, long term plans, and any other accomplishments to the President for inclusion in annual report no later than January 31st for the previous year

Book Buddies Committee Responsibilities

Purpose: Provide door to door library services to home bound residents

Responsibilities:

- Promote Book Buddies within the Sun City community, and the surrounding areas when possible
- Work with MCLD for outreach, paperwork or research opportunities, as needed
- Recruit and train new volunteers
 - Work with Graphics Chair to update promotional literature as needed
 - Distribute promotional literature
 - Respond to information requests from potential volunteers, program users, and other interested parties, following guidelines from Volunteer Advocate
 - Partner with new volunteers for first visit to customer
- Maintain current list of volunteers and residents served, following guidelines from Volunteer Coordinator
 - Work with Volunteer Coordinator to update list as needed
 - Initiate contact with each volunteers as least once monthly
- Provide Book Buddies services to residents
 - Interview program users to determine needs
 - Assist program users in obtaining library cards
 - Checkout, deliver, and return library items for program users
- Report to Board monthly on Book Buddy Activity and coming plans and or needs
- Annual Responsibilities
 - Submit budget to Treasurer no later than December 1st for the following year
 - Submit volunteer hours to Volunteer Coordinator no later than December 31st for the previous year
 - Prepare annual report that includes dollars spent, volunteers added/subtracted, customers added/subtracted, training performed, meetings held, and any other accomplishment to the President for inclusion in annual report no later than January 31st for the previous year

Book Friends Committee Responsibilities

Purpose: Provide reading services to residents at care facilities

Responsibilities:

- Promote Book Friends within the Sun City community and surrounding areas when possible
- Recruit and train new volunteers
 - Work with Graphics Chair to update promotional literature as needed
 - Distribute promotional literature
 - Respond to information requests from potential volunteers, program users, and other interested parties, following guidelines from Volunteer Advocate

- Partner with new volunteers for first reading or as needed
- Maintain current list of volunteers and facilities and number of residents served, following guidelines from Volunteer Coordinator
 - Update list as needed
 - Initiate contact with each volunteer as least once monthly
- Provide Book Friends services to residents
 - Interview program users to determine needs
 - Arrange reading to residents as facility requests
- Report to Board monthly on reading performed, budget status, and coming plans and/or needs
- Annual Responsibilities
 - Submit budget to Treasurer no later than December 1st for the following year
 - Submit volunteer hours to Volunteer Coordinator no later than December 31st for the previous year
 - Prepare annual report that includes #number of readings held, dollars spent, volunteers added/subtracted, customers added/subtracted, training performed, meetings held, and any other accomplishment to the President for inclusion in annual report no later than January 31st for the previous year

Event Management Committee Responsibilities

Purpose: Coordinate all Friends activities and events (excludes Outreach activities such as presentations, fairs, etc.)

Responsibilities:

- Work with the Volunteer Coordinator in all volunteer related events
- Recruit and manage events volunteers as needed
- Organize and run at least three annual volunteer recognition events annually
- Solicit feedback from volunteers and other organizations on events to ensure fresh, fun, well attended functions
- Organize and run additional events as required
- Report to Board monthly on events held or planned, budget status, and coming needs
- Annual Responsibilities
 - Submit budget to Treasurer no later than December 1st for the following year
 - Submit volunteer hours to Volunteer Coordinator no later than December 31st for the previous year
 - Prepare annual report that includes dollars spent, events held, number of attendees and any other accomplishment to the President for inclusion in annual report no later than January 31st for the previous year

Finance Committee Responsibilities

Purpose: Assist the Treasurer with the review of all funds and securities of the corporation

Responsibilities:

- Advise on investment strategies and other financial issues as requested
- Meet at least three times a year with investment company representatives to review fund and security statements and procedures
- Distribute finance meeting minutes to Board of Directors following each meeting
- Report to Board monthly on coming plans and/or needs
- Annual Responsibilities
 - Submit budget to Treasurer no later than December 1st for the following year
 - Submit volunteer hours to Volunteer Coordinator no later than December 31st for the previous year

Public Relations Committee Responsibilities

Purpose: Ensure consistent, high quality content in all Friends public material. This group of sub-committees is overseen by the Board Vice President to ensure consistent quality, branding, and tone in all materials, presentations, and media. Committee includes Advertising, Graphics, Social Media, Web & Records, Writer and Editor in Chief, and Outreach. All specific responsibilities are documented under each specific area.

Advertising (part of PR Committee) Responsibilities

Purpose: Coordinate all Friends advertising needs

Responsibilities:

- Coordinate all Friends advertising
 - Coordinate all advertising with Board members, ensuring that advertising investment is being maximized
 - Develop relationships with advertising partners
 - Make suggestions to Board members on types and costs of advertising, and what venues are best for various objectives
- Report to Board monthly on ads run, budget status, and coming plans and/or needs
- Annual Responsibilities
 - Submit budget to Treasurer no later than December 1st for the following year
 - Submit volunteer hours to Volunteer Coordinator no later than December 31st for the previous year
 - Prepare annual report that includes ads run, dollars spent, venues used, and results (if known) and any other accomplishments to the President for inclusion in annual report no later than January 31st for the previous year

Graphics (Part of PR) Responsibilities

Purpose: Create printed or electronic material for Board members as needed

Responsibilities:

- Coordinate all Friends printed materials
 - Coordinate all printing needs with Board Members, to ensure that we are creating consistent materials, using the latest logos, phone numbers, etc.
 - Arrange for graphic artist utilization when needed for signage, flyers, banners, etc.
 - Develop relationships with printing partners
- Coordinate all Friends promotional items
 - Coordinate the ordering of all promotional items with Board Members, to ensure that we are creating consistent materials, using the latest logos,
 - Develop relationships with promotional material suppliers
- Work with Writer and Editor in Chief for large scale projects (brochures, etc.)
- Report to Board monthly on budget status, and coming plans and/or needs
- Annual Responsibilities
 - Submit budget to Treasurer no later than December 1st for the following year
 - Submit volunteer hours to Volunteer Coordinator no later than December 31st for the previous year
 - Prepare annual report that includes accomplishments to the President for inclusion in annual report no later than January 31st for the previous year

Outreach (part of PR Committee) Responsibilities

Purpose: Promote the Sun City Libraries and the Friends organization throughout the Sun City community

Responsibilities:

- Look for new outreach opportunities
 - Monitor other Friends groups and library organizations, etc. to come up with creative outreach opportunities
- Promote Friends of the Sun City Libraries, Inc. at community venues
 - Communicate to area groups to solicit appearance and presentation opportunities for both the library and the Friends
 - Arrange for appearances and presentations
 - Keep track of dates and numbers served
- Ensure Friends outreach presentation material is current and equipment is in working order and safely stored
- Report to Board monthly on ads run, budget status, and coming plans and/or needs
- Annual Responsibilities
 - Submit budget to Treasurer no later than December 1st for the following year

- Submit volunteer hours to Volunteer Coordinator no later than December 31st for the previous year
- Prepare annual report that includes ads run, dollars spent, venues used, and results (if known) and any other accomplishments to the President for inclusion in annual report no later than January 31st for the previous year

Social Media (part of PR Committee) Responsibilities

Purpose: Create and post content related to the Friends mission on social media

Responsibilities:

- Update all Friends social media (Facebook, etc.) maintaining a friendly, professional, consistent appearance, using high quality photos and text, refreshing content periodically
- Report to Board monthly on ads run, budget status, and coming plans and/or needs
- Annual Responsibilities
 - Submit budget to Treasurer no later than December 1st for the following year
 - Submit volunteer hours to Volunteer Coordinator no later than December 31st for the previous year
 - Prepare annual report that includes ads run, dollars spent, venues used, and results (if known) and any other accomplishments to the President for inclusion in annual report no later than January 31st for the previous year

Web/Records (part of PR Committee) Responsibilities

Purpose: Develop and manage the SunCityLibraryFriends.org website; to acquire, maintain, and archive organizational records

Responsibilities:

- Develop, enhance, and maintain a dedicated, secure web site
 - Monitor traffic and comments
 - Ensure hosting and URL fees are paid in a timely manner
 - Work with web host service to ensure use of latest web building software, online enhancements, and security
- Ensure web site data is fully functional and utilized
 - Maintain a friendly, professional, consistent appearance, using high quality photos and text, refreshing content periodically
 - Encourage web site traffic
 - Add links to and from the web site, verify at least semi-annually
 - Provide web tours/tutorials as needed
- Serve as historian
 - Ensure all records are secure and readily available, using computer and web site to their best advantage
 - Create and maintain record inventory

- Acquire, organize, maintain, and archive the Friends of the Sun City Libraries, Inc. organizational documents
- Solicit documents as needed, reminding Board members frequently and especially as officers vacate positions
- Be sufficiently familiar with legal documents (Articles, Bylaws, IRS letters, etc.) to note applicability during meetings
- Report to board monthly on ads run, budget status, and coming plans and/or needs
- Annual Responsibilities
 - Submit budget to Treasurer no later than December 1st for the following year
 - Submit volunteer hours to Volunteer Coordinator no later than December 31st for the previous year
 - Prepare annual report that includes dollars spent, page views stats, unique users stats, and any other accomplishments to the President for inclusion in the annual report no later than January 31st for the previous year

Writer and Editor in Chief (part of PR Committee) Responsibilities

Responsibilities:

- Write and submit the monthly SunViews Column
- Write and distribute the monthly Volunteer Newsletter
- Review materials submitted by Friends Board members or other volunteers for accuracy, clarity, and consistency
- Perform other writing/editing duties as needed
- Report to Board monthly on coming plans and/or needs
- Annual Responsibilities
 - Submit budget to Treasurer no later than December 1st for the following year
 - Submit volunteer hours to Volunteer Coordinator no later than December 31st for the previous year
 - Prepare annual report that includes accomplishments to the President for inclusion in annual report no later than January 31st for the previous year