

RESPONSIBILITIES OF THE EXECUTIVE BOARD OF THE FAIRPORT HARBOR FRIENDS OF THE LIBRARY

PRESIDENT

- Preside over all meetings
- Communicate with the other Board members, the membership, Library Director, members of the Library Board of Trustees, Fairport Harbor School, and the community.
- Organize activities and encourage involvement of the membership in Friends activities.
- Understand the mission of the library and have a sense of vision about the role the Friends group plays in supporting the library.
- Be dedicated to the success of the Friends group and the library.

VICE-PRESIDENT

- Act as President in the temporary or permanent absence of the President.
- Assist the President and other Board members in making decisions concerning the activities of the Friends group.

SECRETARY

- Record and retain minutes of all meetings of executive board and member meetings.
- Maintain GMX membership rolls and retain membership forms for 2 years.
- Send out thank-you notes to corporate members on receipt of their membership or renewal.
- Cooperate with the president on other delegated tasks.

TREASURER

- Maintain all aspects of financial records of the Friends of the Library.
- Receive monies for deposits (membership fees and donations) and make payments for all expenses (bills and Library requests).
- Prepare the annual filing of Charitable registration reports with State and Federal agencies to maintain our 501(c)(3) designation in good standing.
- Communicate and work alongside the Executive Board of the Friends of the Library to maintain a healthy Treasure for the Friends organization.