

## Secretary

*The purpose and mission of the Friends of the Inver Glen Library shall be to maintain an association of persons interested in library services, to focus attention on library services, facilities, and needs, and to stimulate gifts, endowments and bequests.*

**Overview of Position:** The Inver Grove Friends secretary position exists to produce and maintain documentation of the in-person and online meetings of the Friends

### Key Responsibilities:

Keep minutes of meetings of the Association and of all other matters deemed advisable.

Assure that the minutes for all meetings of the Board of Directors and the General Membership are prepared and distributed.

Prepare and send acknowledgement of donations, congratulations and condolences on behalf of Friends.

Review the Bylaws annually, and, if needed, recommend the formation of a Bylaws Review Committee.

Execute the policies and procedures of the Association.

Keep track of email notes and actions; incorporate them into upcoming minutes.

Maintain agenda and minutes for online and hard copy storage.

Serve as member of Executive Committee along with other elected officials.

Meets monthly with library manager; attends Finance Advisory Council Meetings.

**Qualifications:** Volunteers need to be empathetic, great communicators and comfortable working as part of a team towards shared goals and targets. Confidentiality, effective organizational skills and strong work ethic contribute to a successful volunteer pool.

Ability to take accurate notes and minutes

Ability to use computers to create and store notes and minutes

### Accountable to:

Friends of Inver Glen Library Board

Internal relationships: with library staff; as volunteer for Friends' activities and event

External relationships: Be alert to opportunities to inform and invite

Time commitment: Serve 2-year term no longer than a total of 2 consecutive terms in the same office without a break.

Elected in even number years. Take notes during Board Meetings (about 2 hours/ meeting) and spend about one hour typing up meeting notes and sending them out to the Board.