

## President

*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: Lead Friends of Inver Glen Library to promote the purpose and mission of the organization.

### Key Responsibilities:

Have general executive supervision of all affairs of the association.  
Call, prepare an agenda for, and preside at all meetings of the Board of Directors.  
Execute all deeds, notes and contracts for the association.  
Make necessary committee assignments.  
Execute the policies and procedures of the association.  
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.

Willingness to use the computer for record keeping and board communication. Knowledgeable and proficient with Robert's Rules of Order.

### 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 invite others to participate with Friends; IGH BEST Foundation; Dakota County Library Board

### Training and Support Provided or Available for this Position:

Previous position holder will provide instruction

Orientation by board member

Time commitment: 2-year term no longer than a total of 2 consecutive terms in the same office without a break. Serve as ex-officio member of the Board with voting rights the following year. Elected in odd number years.