

Nominating Chair

Teams with Volunteer and Membership chairs

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: Providing candidates for open positions of Friends of Library's Board of Directors

Key Responsibilities

- Work with Membership and Volunteer chairs to identify and recruit officer candidates.
- Communicate with prospective candidates to explain roles/responsibilities of open positions.
- Propose candidates to Board of Directors to fill vacancies to complete unexpired terms.
- Prepare a slate of candidates for election at annual meeting.
- Communicate with board about candidates.

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.

Experience and knowledge of membership

- Good, open communication skills; interest in others' stories
- Willingness to use the computer for record keeping and board communication.

Accountable to:

Friends of Inver Glen Library Board

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

External relationships: Be alert to opportunities to invite others to participate with Friends

Training and Support Provided or Available for this Position:

Previous position holder will provide instruction

Orientation by board member

Board of Directors

Time commitment: 4-year limit; 2-4 hours in the fall before annual meeting; as needed when vacancy or new position