

## Public Relations and Communication Chair

*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:** Chair promotes library programs on Friends' website, Facebook, social media and through flyers, mailings and bulletin board displays.

### Key Responsibilities:

Place announcements in media (website, Facebook and in print)

Update and maintain Friends' website, Facebook page and library bulletin board.

Work with other Chairs to promote Friends' activities through print and electronic media.

Monitor Friends' email account.

**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.

Computer skills to work on Website, mailing lists and newsletter formats

### Accountable to:

Friends of Inver Glen Library Board

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

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

**Time commitment:** *Term/length of service; hours/week, weekends? Or hours vary based on activities*