



Programming 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: Generate ideas for programs, speakers, entertainment for Friends events that promote library services and facilities.

Key Responsibilities

1. Coordinate programs ideas, speakers, entertainment, etc for Friends events, such as, but not limited to, sewing and craft classes, book discussions, children's programs
2. Coordinate with members-at-large to plan the following events
 - a. Silver Tea
 - b. Annual Meeting
 - c. Summer reading kick off/social
 - d. IGH Days promoting the library programs
3. Support Inver Glen Library Reads author event.
4. Consult with Treasurer to incorporate financial needs for programs into the Friends budget.

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.

- a. Creative thinker with ideas that promote literacy and library services.
- b. Willingness to use the computer for record keeping and board communication.

Accountable to:

1. Friends of Inver Glen Library Board
2. Internal relationships: with library staff; as volunteer for Friends' activities and events
3. External relationships: Be alert to opportunities to invite others to participate with Friends

Training and Support Provided or Available for this Position:

- a. Previous position holder will provide instruction
- b. Orientation by board member

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

Past Chairs: Hoda Ripplinger 2017 - 2020

Hoda Ripplinger present