



Membership Chair

Teams with Volunteer and Nominating 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: Strong cadre of FoIGL members benefits library goals and community literacy/involvement.

Key Responsibilities:

1. Conduct drives and generate ideas to expand membership.
2. Maintain current membership lists. Majority of new members come “in” during book sale, activities and annual meeting.
3. Send notices of annual meetings and other items of interest/information to members as directed by board, committee chairs and library manager/director
4. Works with Volunteer chair to develop volunteer interest survey to be distributed.
5. Works with Nominating chair to identify candidates for open positions.
6. Track renewals of membership and contact those who have not renewed for why
7. With board and committee chairs, help generate ideas to expand membership
8. Participate in scheduled and special meetings and discussions.
9. Initiate and oversee orientation for new board members.

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.

Interest in hearing others’ history

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, Chair of Programs
3. External relationships: Be alert to opportunities to invite others to participate with Friends Conduit of information to board from members, present and former, and occasional community comment.

Training and Support Provided or Available for this Position:

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

Time commitment: *5-10 hours/month average; 4 board meetings/year; any special ad hoc meetings with prep—anywhere between 60-150 hours/year.*

Past Chairs: Barb Berggren 2007-present