



Vice-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, facilities, and needs, and
- to focus attention on library services, facilities, and needs, and
- to stimulate gifts, endowments and bequests.

Overview of Position: Support President to promote the purpose and mission of the organization for the Friends of Inver Glen Library.

Key Responsibilities:

1. In the absence of the President, have all the powers of the President and perform all duties as assigned by the Board of Directors.
2. Shall serve as President elect.
3. Execute the policies and procedures of the Association.
4. Serve as liaison to the IGH BEST Foundation and report to the Board at least annually about the scholarships.
5. Ensure that the annual registration with the Secretary of State's office is current. Submit filing in November each year.
6. Serve as member of Executive Committee along with other elected officials.
7. 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.

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; IGH BEST Foundation liaison

Training and Support Provided or Available for this Position:

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

Time commitment: Serve 2-year term no longer than a total of 2 consecutive terms in the same office without a break. Elected in odd number years

Past Chairs: Sally Muraski 2017-2019
Jeanne Zimmer 2019-2020
Sara Klasky 2022