

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

Coordinate programs ideas, speakers, entertainment, etc for Friends events, such as, but not limited to, sewing and craft classes, book discussions, children's programs

Coordinate with members-at-large to plan the following events

Silver Tea

Annual Meeting

Summer reading kick off/social

IGH Days promoting the library programs

Support Inver Glen Library Reads author event.

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.

Creative thinker with ideas that promote literacy and library services.

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