



## Duties of the Friends Branch Representatives:

- Attends and is an active participant in bi-monthly Friends Executive Board meetings
- As a new branch representative, arranges an initial meeting with the branch manager to form a relationship, meet staff, and determine how he/she can be of service
- Is a frequent user of his/her library branch
- Promotes the Friends of the Library and encourages membership in the Friends in his/her branch's area of the county. Promotes Friends and Library events to members of other organizations, such as church groups, civic organizations and other groups to which he/she belongs
- Expresses appreciation to branch staff for their work in the library. (Note: this can take many forms of expression such as: bringing in baked goods occasionally, sending a card of appreciation, or simply thanking staff)
- Volunteers to help with special library events at his/her branch
- Volunteers to assist in securing speakers for free public programs of interest to the community
- Helps identify, in cooperation with the branch manager, specific needs at the branch that the Friends might fund from within its budget

**NOTE: Branch Manager will send a brief report prior to Branch Representatives to be given at bi-monthly meetings**

*Each member of the Friends Board maintains a Friends membership annually. Each member of the Board contributes to the Library Endowment Fund, Cumberland County, NC according to Board guidelines.*

