



FRIENDS OF THE CUMBERLAND COUNTY PUBLIC LIBRARY, INC.



Friends Board/Branch Representative Application

Thank you for your interest in serving on the Friends of the Library Board. The Friends provide critical support for library activities.

The purpose of the Friends of the Cumberland County Public Library, Inc. is to...

- create awareness of the opportunities offered by the libraries of Cumberland County.
 - focus attention on library needs and enrich the cultural advantages available to Cumberland County Citizens.
 - increase library services and facilities.
 - maintain an association of persons interested in books.
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APPLICATION DATE

Please check the box next to each statement:

- I will attend the Friends meetings (meetings are held every other month on the first Tuesday). If I cannot attend a meeting, I will inform library staff in advance.
- I agree to become a member of the Friends of the Library (an individual membership is \$15 annually)
- I agree to fulfill the Friends Executive Board Expectations to the best of my ability (see page 2 below)
- I understand that most communications for the Friends take place through email. I agree to provide a viable email address and I will check it regularly for communications.

By initialing this information, I agree to posting it on the Friends website

	Applicant's Contact Information	Initials
Full Name:		
Address:		
City/State/Zip:		
Email address:		
Phone: (indicate home or cell)		

I am willing to serve in one of the following Friends Executive Board positions now and in the future:

Executive Board Positions:

- President
- VP/President Elect
- Treasurer
- Secretary

Branch Representative – select one of the following:

- Headquarters (2 representatives serve here)
- Bordeaux
- Cliffdale
- East Regional
- Hope Mills
- North Regional
- Spring Lake
- West Branch



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FRIENDS EXECUTIVE BOARD EXPECTATIONS:

1. Act as informed ambassadors and advocates of the mission, goals and activities of the Public Library and Friends of the Library.
2. Attend all Friends Executive Board meetings and Volunteer to work on committees.
3. Provide personal financial support to the Library Endowment Fund ~ Cumberland County, North Carolina (LEFCCNC) as appropriate.
4. Attend special Library and Friends of the Library activities and events and promote them with others.
5. Provide names and addresses of member prospects to the Friends and donor prospects to the LEFCCNC.
6. Write letters and/or emails of support and/or make calls for public library legislation and funding at the local, state and national level.
7. Visit local public library facilities and congratulate staff on the good job they are doing.
8. Assist in the preparation of refreshments for staff development day events in May and November

See the Friends website for more information on the Friends of the Library.

BRANCH REPRESENTATIVE EXPECTATIONS:

1. Attends and is an active participant at the bi-monthly Friends Executive Board meetings. Branch Manager will provide a branch report for the representative to give at each meeting.
2. Is a frequent user of his/her library branch.
3. Promotes the Friends of the Library and encourages membership in the Friends in his/her branch's area of the county.
4. 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.
5. Develops ways to show appreciation to branch staff — from baking cookies for a special occasion to sending a card of appreciation; yearly at Friends' orientation, shares with fellow board members his/her ideas for showing appreciation.
6. Provides help with special library events at his/her branch, and in consultation with the branch manager, enlists the assistance of other volunteers.
7. Assists in securing, in cooperation with the branch manager, free public programs of interest to the community.
8. Promotes Friends and Library events to members of other organizations, such as church groups, civic organizations and other groups to which he/she belongs.
9. Helps identify, in cooperation with the branch manager, specific needs at the branch that the Friends might fund within their budget.

THANK YOU FOR YOUR INTEREST! The Library Director will contact you soon!