



Duties of the Friends President:

- Has a working familiarity with the Constitution and By-Laws
- Presides over the bi-monthly Executive Board meetings and annual membership meeting using a parliamentary process.
 - ✓ Directs the addition of items for meeting agendas to library staff
 - ✓ Calls special meetings as needed
 - ✓ Supports the work of the Nominating Committee to ensure the filling of all board positions in the upcoming calendar year.
 - ✓ Replaces resigning Executive Board members; Initiates the process for removal of a Executive Board member if necessary
 - ✓ Supports the work of all committees. Appoints ad hoc committees as necessary to carry out the activities of the organization
- Shares check-signing authority with the Friends Treasurer
- With the Library Director, coordinates and presents orientation to new Executive Board Members annually
- Welcomes attendees at speaker events whenever possible.
- Participates in the drafting of the Friends annual budget at the December budget meeting. Other attendees include the Vice President, Treasurer, Library Director and Library Business Manager
- Sign all contracts, agreements and grants on behalf of the Friends' organization
- Works with the Friends Executive Board to maintain current funding revenues and to develop new ones
- Advocates for the Library to county commissioners, state legislators, and any other pertinent groups or individuals
 - ✓ Speaks on behalf of the library at the annual public budget hearing scheduled by the county commissioners
- Performs other duties as assigned by the Executive Board

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.

