



Duties of the Friends Secretary:

- Has a working familiarity with the Friends Constitution and Bylaws
- Attends all Board Meetings
- Records minutes of all Friends Executive Board meetings
 - ✓ Sends drafted minutes to library admin staff within two weeks of the meeting
- Signs pertinent documentation regarding the annual change of individuals authorized to sign checks
- Performs other duties as assigned by the Executive Board

Note: The Bylaws state that the Secretary is “custodian” of the Friends’ records and documents. The library maintains the archive of Friends’ documentation. Some membership records are maintained in the book sale room by the Chairs of the Book Sale committee.

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.

