



Duties of the Friends Vice President/President Elect:

- Functions as President in the absence of the President for meetings and in making executive decisions
- Chairs the Friends Nominating Committee. Starting at the September meeting, solicits each eligible board member for his/her interest in continuing on the board; finds applicants for upcoming board vacancies
- Advises Director's administrative assistant on available candidates for the annual board ballot by early November
- Maintains the By-Laws and Constitution
 - ✓ Works with the Director's administrative assistant to ensure up-to-date By-Laws and Constitution documents are maintained
- Assists the President in general Friends business, in particular the recruitment of volunteers for various activities, including advocacy
- Assumes role of President after the current President's term expires
- 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.

