



# Officers and Committees of the Board

## Job Descriptions

### **BOARD DEVELOPMENT COMM./CHAIRPERSON**

**REQUIREMENTS:** Must be a member of the Executive Board

**REPORTS TO:** Executive Board

**RESPONSIBILITIES:**

- Meet all responsibilities of a Board Member of the Friends of Mott Library Board
- Work with the Executive Board and Mott Library Director to determine committee tasks and priorities
- Periodically review the committee commission and work with the Executive Board to revise as needed
- Determine qualifications and recruit qualified, capable committee members
- Work with library staff to carry out tasks as needed
- Prepare and annual calendar of major committee activities and meeting dates
- Schedule and give notice of committee meetings, to be held as often as is necessary to accomplish the business of the committee, but at least quarterly
- Prepare agendas for all committee meetings, and distribute one week prior to meeting date, along with reports and/or other materials pertinent to the upcoming meeting
- Chair all committee meetings
- Encourage the active participation and involvement of all members in the committee's meetings and ongoing activities
- Prepare minutes of all committee meetings and distribute to the committee membership and to the Executive Board
- Facilitate committee work in planning objectives and timelines in accordance with the organization's goals and strategic planning practices
- Act as liaison between the Board of Directors and the committee
- Make regular reports to the Board on the activities and progress of the committee