



Officers and Committees of the Board

Job Descriptions

SECRETARY/TREASURER

Requirements: Hold Position of Library Secretary. (Not an elected office)

Reports to: Library Director and Board President

Responsibilities:

- To be responsible for keeping the records of the organization including financial, memberships, fundraising events and other activities.
- To conduct correspondence of the organization, including generating supporting material for meetings and activities.
- Work with each committee chairperson in order to accomplish functions with which the committee is responsible. Provide chairpersons with necessary data and information.
- Supports Friends of the Mott Library and acts as liaison between departments of the college and outside agencies.
- Perform purchasing function for the Friends of the Mott Library.
- Coordinates meetings as needed and prepares appropriate accommodations.
- Prepares program for the Spring and Winter Receptions for the books purchased in honor of MCC Retirees.
- Maintains and distributes the Peggy Brown Can-Do Booklist.