



Officers and Committees of the Board

Job Descriptions

MEMBERSHIP COMMITTEE/CHAIRPERSON

Requirements: Committee member must be a member of the Board of Directors. It is recommended that the committee chair be an elected officer.

Reports to: Membership Committee Chair reports to Executive Board.
Membership Committee member reports to Membership Chair.

Responsibilities:

- Prepare and implement an annual membership drive with the assistance of the Library staff.
- Serve as Nominating Committee for new board members for annual meeting.
- Responsible for preparing a quarterly newsletter to the membership, with the assistance of Library staff.
- Responsible for encouraging the active participation of the membership on standing committees, friend and fundraising efforts and special events.
- Responsible for encouraging the Board in dues participation.
- Chair is responsible for submitting a plan (with calendar) of Membership Committee activities per annum.
- Chair is responsible for submitting committee updates/reports to the Executive Board on a regular basis, and at the minimum at every regularly scheduled business meeting.