

LEFOL Elected Officer Job Descriptions (see LEFOL bylaws for more information)  
Revised and Adopted by Members and Board January 18, 2018

The President will preside at all meetings of the Board. The President will work closely with the Vice President to oversee Board activities, appoint committee chairpersons subject to the approval of the Board, represent the FOL at all public events as appropriate, and direct the activities of the organization.

The Vice President will preside in the absence of the President and works closely with the President, learning the routine and responsibilities and assuming duties as needed. The Vice President also arranges for the annual financial review and ensuring it is complete, schedules annual budget approval meetings, alerts the appropriate individual if his or her area of the website needs to be updated, and alerts the President (or other individual designated by the Board) after a reasonable time if the updating has not been done.

The Treasurer will accept proposed budget items from those responsible for areas that need to be in the budget, prepare a draft budget, track the budget during the year, deposit all funds in the designated bank, hold in trust all funds, disburse funds on order of the Board, file reports as required by state and federal regulations, provide records as needed for insurance/financial reviews/etc., and provide monthly accounting to the Board of all money received, expenditures made, status of budget vs. expenditures for all budgeted items, cash on hand, status of investments, if any, etc. The Board has the authority to determine that certain tasks such as taxes or other legal and advanced accounting functions can be contracted out as needed to a qualified professional with oversight by the Treasurer.

The Recording Secretary will record minutes at regular monthly meetings, e-mail draft minutes for review to those who were present at the meeting, make copies of the draft minutes at the following meeting, send copies of final minutes, job descriptions, and calendar changes to the webmaster, and maintain meeting attendance records to verify eligibility for nominations and voting.

Elected Board Directors (in alphabetical order)

The Book Sales Director will sort through the donated books on a weekly basis—separating the books for possible Amazon sale, book sale, or trash. Possible books for Amazon sale will need to be researched for value and listed if applicable. When books sell on Amazon, they will need to be packaged for mailing and taken to the post office. Books listed on Amazon will be price-updated on a weekly basis. Book sale books will be boxed and taken to the storage unit. The Book Sale Director will send updated event information for posting on the FOL webpage, send articles and pictures to the Newsletter Editor, schedule book sales, arrange for a location, recruit volunteers, obtain the equipment, (tables, bags, adding machines, cash boxes), arrange advertising, move boxes to the sale site, pack up after the sale, and arrange for disposition of leftover books.

The Historian maintains historical records and pictorial displays of the LEFOL (including names, dates, and events with pictures and news reports), and supplies information along with available pictures as needed for the newsletter, public relations, etc.

The Information Technology Director will keep record of, issue, and maintain all technology equipment that is FOL property or on loan to FOL. This includes all hardware and software, ensuring antivirus updates are complete, bringing any issues to the President for assistance in resolution as needed, ensuring the Treasurer has information needed to keep the inventory account up to date, maintaining and updating FOL online activity such as a hosting account, website, online payment set-up, etc.

The Membership Director will send renewal notices, process new/renewal membership applications, send membership cards, maintain membership contact information, print lists/ mailing labels as needed, promote memberships through the newsletter, recruit members at events, ascertain that any membership information on the website is up to date, share potential volunteer information with the Volunteer Management Director and share ideas for promoting membership with the Board, etc.

The Newsletter Editor will, each year within a month after election or appointment, submit for Board approval an annual newsletter publication schedule. Approved deadline dates should be given to the Recording Secretary with a request to add those dates to the FOL calendar posted on the website. Newsletter publication schedule will be as determined by the Board. At least two weeks prior to a newsletter submission deadline, the editor will solicit articles and pictures from the Library Manager, the Board, etc., with a reminder of the deadline date for all submissions. The editor will then send the completed draft to all members of the Board and any other contributors with a deadline for them to suggest any changes or corrections. The final edition will then be sent to the Library Manager, who will return printed copies to the Editor for mailing and distribution. The Membership Director will provide membership mailing labels that indicate the member's renewal date. The Public Relations Director will provide mailing labels of others and request any additional copies that may be needed for publicity.

The Public Relations Director will utilize social media, send posts for the FOL webpage, assist with flyers and signs, develop an e-mail list of event sponsors/participants, write news releases, work with the Newsletter Editor and Historian to gather information/resources, arrange for opportunities to sell FOL merchandise and to attract members to FOL, develop lists of local media contacts, government officials, and school contacts, etc. The Public Relations Director will provide mailing labels to the Newsletter Editor and any others who may be mailing information about FOL activities and events.

The Scholarship Director will establish and maintain communication with local school system personnel, publicize available scholarships and Board-approved applicant requirements, monitor progress of applicants, recruit committee members to evaluate applicants and determine scholarship awards, send updated names, pictures and information to the FOL library webmaster for the website and to the FOL Public Relations Director, etc.

The Trivia Contest Director plans, organizes and oversees the annual trivia contest. This includes arranging for publicity, an emcee, trivia questions, judges, tables/chairs including team reservations/decorations, team sign-in and entrance signage, event food/beverages/servers, bartenders, meal tickets, wine pull, program, signs, parking arrangements, photographer, electronics, floor mats, half-and-half raffle, solicitation of sponsorships and donations of as many essentials as possible (i.e., food, beverages, etc.).

The Volunteer Management Director will recruit volunteers for Board positions and fundraising events through networking, newsletter articles/ads, coordinate with the Public Relations Director for media publicity, etc. The Director will also maintain a list of members who have indicated an interest in helping with events, help fill volunteer slots, contact volunteers, supervise volunteer sign in and activities, etc.