



**Portage Public Library
Volunteer Job Description
Friends Board**

General Purpose: Serve on a twelve-member Board to lead the Friends in support of the Portage Public Library. The Board works to maintain a membership interested in the Portage Public Library; stimulate the use of the library's resources and services; provide volunteer support for the library's programs; and raise funds for special library purposes.

Duties: Volunteers serve a one-year term, with the following responsibilities:

1. Attend meetings of the Board.
2. Attend the Annual Meeting of the Friends.
3. Set and review goals and objectives annually.
4. Determine policy and plan/organize activities for the Friends.
5. Elect officers annually.
6. Help to stimulate growth of the organization.

Time Required: Attendance of scheduled Board meetings. Attendance of the Annual Friends meeting. Participation in Friends' activities that are specifically assigned to your position or office. Participation in any of various Friends fundraising events.

Training Required: Thorough understanding of Friends of the Portage Public Library By-Laws is required.

Supervisor: Library Director

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