

## Friends RRPL Board Positions

- **President** - The President shall be the principal executive officer of the Friends and shall, in general, supervise and control all the business affairs of the Friends. The President shall preside at all meetings of the general members and of the Board.
- **1<sup>st</sup> Vice President Events** - The 1<sup>st</sup> Vice President shall be responsible for all events, both fundraising and social.
- **2<sup>nd</sup> Vice President Membership** - The 2<sup>nd</sup> Vice President shall manage all matters related to membership. He/she shall keep a register of the mailing address, phone number, and email of each member which shall be furnished made available to the Board.
- **3<sup>rd</sup> Vice President Communications** - The 3<sup>rd</sup> Vice President shall work directly with the Library Liaison board member and shall also be responsible for published activities related to the outreach to current and potential members of the Friends. Activities include, but are not limited to newsletters, posters, flyers, and notices. The 3<sup>rd</sup> Vice President may use hard copy, electronic or any other method that he/she and the Library Liaison deem appropriate.
- **Treasurer** - The Treasurer shall have custody of and be responsible for all funds and securities of the Friends and shall maintain an inventory of any non-monetary property of value. The Treasurer shall account for all receipts and disbursements, providing receipts and recording transactions as they occur and depositing in a timely manner, in financial accounts established by the Friends, all funds received. The Treasurer shall provide a financial status report to the Board at each Board meeting and prepare, with the Board's approval, a budget for the forthcoming year for presentation at the general membership meeting.
- **Secretary** - The secretary shall keep the minutes of the meetings of the Board, prepare and disseminate all notices in accordance with the provisions of these by-laws and/or as required by law, and maintain historical and other non-financial records pertaining to the establishment and operation of the Friends and the Board. Monthly file approved minutes, treasurer report, and Library Director's report.