

DUTIES OF FRIENDS Standing Committee Chair—Membership

As Chair of Membership Committee:

- ★ Annually reviews the membership form for needed updates
 - Recommends changes to Friends Board as needed
- ★ Coordinates the members spreadsheet maintenance with Community Relations
- ★ Oversees the processing of new memberships and renewals at book sales
 - Takes new member and renewal applications
 - Ensures an adequate number of applications are available for sales; notifies Community Relations if supplies run low
 - Dispenses cards to new members and renewing members
 - Secures funds as needed in designated area of the Friends' book sale room after sales
 - Submits funds from member/renewal applications to the Treasurer via the Library's Administrative Assistant the next business day following the sale and after special events
 - Maintains original applications and sends copies to Community Relations for new members spreadsheets (procedures detailed below)
 - Maintains prior year and current year applications; previous year forms are filed in the Friends Room
- ★ Initiates the "We Miss You" letters process sent by Library Administration to non-renewing, former members in the Spring
- ★ Coordinates thank you letters to members with memberships \$50 and over with the Library's Administrative Assistant (Feb-March)
- ★ Submits requests for volunteers to Director for transmission on Friends electronic newsletter
- ★ Maintains a "current member" count for reporting purposes
- ★ Answers membership questions referred by the library's administrative office
- ★ Performs other duties as assigned by the Executive Board

Note: Community Relations maintains a member spreadsheet. Copies of incoming applications are made and originals returned/forwarded to the Membership Chair. Once copies of the applications are entered into the Community Relations database, they are submitted to the Membership Chair to signal input into the member spreadsheet. Updates of the spreadsheet will be sent regularly to the Membership Committee Chair and upon request.