

DUTIES OF FRIENDS VICE PRESIDENT/PRESIDENT ELECT

As Vice President/President Elect:

- ★ Functions as President in the absence of the President for meetings and in making executive decisions
- ★ Chairs the Friends Nominating Committee
- ★ Maintains the policy book (By-Laws)
 - Works with the library's administrative assistant to ensure an up-to-date By-Laws and constitution is maintained
 - Works with the library's administrative assistant when a By-Law is revised and a proposed draft must be sent to the Executive Board prior to the bi-monthly meeting
- ★ Assists the President in general Friends business, in particular the recruitment of volunteers for various activities, including advocacy
- ★ Assumes role of President after the current President's term expires
- ★ Performs other duties as assigned by the Executive Board