

**The Friends of the Racine Public Library, Inc**  
**Board Member Job Description**

**The Friends of the Racine Public Library Board Objectives**

- Maintain/increase membership in the Friends of the Library
- Stimulate use of library resources and services
- Provide volunteer support for the library
- Raise funds for library programs and services

**Responsibilities**

- Serve a three-year term
- Attend monthly meetings of the board
- Serve on a board committee and other volunteer appointments
- Determine policy and plans for the organization
- Help organize activities of the Friends
- Elect officers that serve one-year terms: President, Vice President, Secretary, and Treasurer
- Participate in strategic planning for the organization
- Assist in fundraising and membership activities

**Time Required**

- Monthly meetings are currently held at the library on the second Tuesday of the month from 5 pm to approximately 6 pm. There is flexibility regarding day and time, and video conferencing is available.
- Activities and events require additional time

**Communication**

Email is the primary means of communication. Email and device access is necessary.

**Training**

Orientation, including a review of the bylaws and Articles of Incorporation, financial reports and organization history is provided.

**Qualifications**

- Must be a member of The Friends (\$15 is the minimum membership level)
- Ability to develop plans and policies and to manage assets wisely
- Ability to work cooperatively
- A strong interest in supporting the library