

PRESIDENT

TERM: Elected on a yearly basis - not to exceed a two year consecutive term in accordance with the bylaws.

MEETING ATTENDANCE: Attend all regularly scheduled meetings, and sub-committee meetings at the request of the committee chair. Attend special events hosted by the Friends of the Ladera Ranch Library.

RESPONSIBILITIES OF THE PRESIDENT:

To provide leadership to the membership and committees on policies, procedures and regulations; to raise funds to support the Ladera Ranch Library services and program; and to monitor board performance.

To preside over and conduct meetings and to appoint all committees and be an ex officio member thereof in accordance with the bylaws and consistent with goals and mission of the Friends of the Ladera Ranch Library.

Embrace and promote the Friends of the Ladera Ranch Library mission through leadership, community contacts, membership, and monetary contributions.

Support and provide leadership fundraising and marketing efforts

Require timely reports from all committee meetings from the committee chairs.

Contribute knowledge and information based on experience.

Consider other points of view, make constructive suggestions and help make group decisions which reflect the thinking of the total group.

Be informed about the Ladera Ranch Library functions, programs and services and who they serve.

Be prepared for meetings.

Make all decisions and take all actions based on the principles of reasonable prudence and acting in good faith.

Meet all requirements of an Officer of the Friends of the Ladera Ranch Library Board

VICE PRESIDENT

TERM: Elected on a yearly basis - not to exceed a two year consecutive term in accordance with the bylaws.

MEETING ATTENDANCE: Attend all regularly scheduled meetings, and sub-committee meetings at the request of the committee chair. Attend special events hosted by the Friends of the Ladera Ranch Library.

RESPONSIBILITIES OF THE VICE PRESIDENT:

The vice president may be called upon at any time to assume temporarily the place of the president; therefore, he or she should be familiar with the president's duties and responsibilities.

In the event of the president's resignation, the vice president assumes all duties until the president's position is filled in accordance with the bylaws.

To assist with committees and projects as needed.

Meet all requirements of an officer of the Friends of the Ladera Ranch Library.

RECORDING SECRETARY

TERM: Elected on a yearly basis - not to exceed a two year consecutive term in accordance with the bylaws.

MEETING ATTENDANCE: Attend all regularly scheduled meetings, and sub-committee meetings at the request of the committee chair. Attend special events hosted by the Friends of the Ladera Ranch Library.

RESPONSIBILITIES OF THE SECRETARY:

Prepare minutes of all committee meetings and distribute to the membership.

To conduct correspondence of the organization, including press releases as needed.

The secretary maintains organization bylaws.

To assist with committees and projects as needed.

Meet all requirements of an officer of the Friends of the Ladera Ranch Library.

TREASURER

TERM: Elected for a two-year term. May not serve consecutive terms.

MEETING ATTENDANCE: Attend all regularly scheduled meetings, and sub-committee meetings at the request of the committee chair. Attend special events hosted by the Friends of the Ladera Ranch Library.

RESPONSIBILITIES OF THE TREASURER:

Prepares financial report for each meeting.

Presents books for audit twice per year.

Files tax returns as required by law.

Collects monies received and issues disbursement in accordance with bylaws.

To assist with committees and projects as needed.

Meet all requirements of an officer of the Friends of the Ladera Ranch Library.

MEMBERSHIP SECRETARY

TERM: Elected on a yearly basis - not to exceed a two year consecutive term in accordance with the bylaws.

MEETING ATTENDANCE: Attend all regularly scheduled meetings, and sub-committee meetings at the request of the committee chair. Attend special events hosted by the Friends of the Ladera Ranch Library.

RESPONSIBILITIES OF THE MEMBERSHIP SECRETARY:

Prepare and implement an annual membership drive in September.

Presents list of current members to Nominating Committee for reference.

Responsible for encouraging the active participation of the membership, and advising committee chairman of members interested in volunteering with events and projects.

Responsible for submitting membership report at each meeting and distributing list to all officers.

To assist with committees and projects as needed.

Meet all requirements of an officer of the Friends of the Ladera Ranch Library.