

Friends File: We're "Hiring" ...so to speak!

We're looking for a volunteer to serve as our Friends Board Secretary.

If you happened to see last month's Friends File you know that Karen Johnson is stepping away as our Friends Secretary. Karen did an excellent job. We are sorry to see her go. So...we are now looking for a new volunteer Board Secretary. Could it be you?

The primary role of the Secretary is to take notes at the monthly meetings (10 per year; summers off), create minutes from those notes, and distribute those minutes at each subsequent meeting. The minutes as corrected become the record of that meeting. The secretary serves as a member of the executive committee which consists of the chair, the secretary, and the treasurer. The executive committee serves in a decision-making capacity between meetings. The bylaws are brief in describing officers' duties:

The officers of this Association shall be a Chairman, a Secretary, and a Treasurer. Members from the organization will be appointed by the officers to serve on the Executive Board. An additional member may be nominated and elected by the general membership. These officers and members will constitute the Executive Board.

The officers shall have all the usual powers and duties exercised by the officers of a voluntary association. All officers shall be elected at the annual meeting and shall serve without compensation. The term of officers so elected shall begin with the annual meeting and continue until their successors are elected.

The key requirement is to take accurate minutes in real time. And then to reproduce those notes promptly. It's not a requirement but in general we find it helps to have those notes reproduced and distributed in draft form shortly after the meeting. That way we all remain up to speed on what got done and what needs to be done between meetings.

If you are relatively new to Greenland or to the library you might think that the Secretary must be someone well-experienced in the workings of the library. On the contrary serving as Secretary, if you're relatively new, is a great way to quickly get acquainted with our library community. If you have the kinds of skills the role calls for don't hesitate to put yourself forward! We'd be glad to welcome you to our team.

Interested? Contact me via email: davidphreaner@yahoo.com. If you're thinking about applying I imagine Karen Johnson or our Board of Trustees Secretary, Eileen Bischoff, would be glad to talk to you about the position...and Adam Shlager, as well.

Finally let me just add that the mission of the Friends of Weeks Public Library is to support the ongoing programmatic efforts of the library. We have an excellent director, a terrific staff, and a new building. Life is good. Think about helping to support this terrific library community by becoming part of our Friends team. ~David Phreaner, Friends Chair