

## Friends of MPL: Volunteer Profile

### Summary Statement:

The Friends of MPL is an autonomous volunteer led, non-profit organisation that raises funds for projects in support of Milton Public Library (MPL). The goals of the Friends of MPL are to:

1. Foster an understanding and appreciation of the Friends role in the community;
2. Raise funds and attract support to enable the Library to offer patrons enhanced services, new technology, and resources beyond its mandated (core) library services and resources.

### Duties & Responsibilities

1. Plan, coordinate, and carry out fundraising activities and events for the library
2. Identify and seek opportunities to raise funds for the library
3. Identify potential donors
4. Build a donor database
5. Assist MPL's Board of Directors with fundraising activities
6. Represent the library to the community

### Skills/Abilities/Qualifications Require

1. Previous fundraising experience, an asset
2. Must have excellent communication and organisational skills
3. Must enjoy working with people and interacting with the community
4. Must be tactful, diplomatic and be able to get along well with others
5. Must be knowledgeable about the community and the role that MPL plays
6. Must be able to effectively motivate peers
7. Must be able to provide a valid Vulnerable Sector Police Records Check
8. Must be an active cardholder of Milton Public Library
9. Members standing for nomination to the Executive Committee must evidence relevant experience for the position they are standing for

### Executive Committee Members additional responsibilities

As well as general membership, there are four Officers who must be appointed to the Executive Committee who must be voted onto the Executive Committee by the general members of the Friends of MPL. Each term is for two years. The Officers and their responsibilities are:

### President

The President shall:

1. Chair all meetings;
2. Be the liaison between the Friends of MPL and the MPL Board
3. Represent the Friends of MPL before any group requesting the presence of the Friends, or delegate a representative;
4. Ensure a database is maintained of the Friends of MPL members and donors, for the purposes of correspondence;
5. Be responsible for ensuring adequate liability insurance is obtained on an annual basis
6. Prepare and present an annual report at the Annual General Meeting.

### Vice-President

The Vice-President shall:

1. Coordinate ad hoc committees;
2. Preside at meetings in the absence of the President;
3. Perform other duties of the President as requested.

### Treasurer

The Treasurer shall:

1. Oversee the maintenance of the financial records of the Friends of MPL;
2. Ensure the monies received are deposited into the Bank designated by the Friends of MPL;
3. Make all authorised disbursements;
4. Engage a professional accountant to review the books on an annual basis and file the annual return;
5. Present the Financial Statements at the Annual General Meeting;
6. Make regular financial reports to the Executive Committee

### Secretary

The Secretary shall: -

1. Ensure minutes are taken of all Committee, special and general meetings;
2. Conduct the correspondence of the Friends of MPL as instructed by the President;
3. Ensure the records of the Friends of MPL are maintained.

### Annual membership

The cost of joining the Friends group is set by the Executive Committee. Membership fees are due on the first business day in January of each new-year. Membership fees must be paid on time, in order to continue to be an active member of the Friends of MPL.

### Orientation, Training & Supervision:

On site orientation will be provided by members of the Executive Committee.

### Minimum commitment:

The Friends of MPL Executive Committee must meet at least six times per year. In addition the specific requirements of the fundraising activities for the year, will be determined by the Executive Committee but will likely require a minimum commitment of two hours per month.