

**Friends of the Sun Prairie Public Library**  
**Volunteer Job Description**  
**Friends Board Member**

**General Purpose**

Serve on up to a thirteen member board to lead the Friends in support of the Sun Prairie Public Library. The board works to maintain a membership interested in the Sun Prairie Public Library; stimulate the use of the library's resources and services; provide volunteer support for the library's programs; raise funds for special library purposes; support and cooperate with the library in developing library services. The purposes, activities, and operations of the Friends are carried out in accordance with the provisions of Section 501 (c) (3) of the Internal Revenue Code.

**Duties**

Serve a three-year term, with the following responsibilities:

- a. Attend meetings of the board.
- b. Serve on committees and other volunteer appointments.
- c. Determine policy and plans/organize activities of the Friends.
- d. Elect Officers that serve one year: President, Vice President, Secretary, Treasurer, Assistant Treasurer.
- e. Plan and attend November annual membership meeting.
- f. Notify President if unable to attend a board meeting.

**Working Conditions/Time Required**

Must attend scheduled board meetings to conduct board business as well as the annual meeting the second week in November. Friends' activities and programs require additional time. May attend City Council meetings for budget support for the library and advocate for other library issues, as required.

**Equipment Used**

Computer

**Training Required**

The board president or designee will provide a review of the bylaws of the Friends of the Sun Prairie Public Library, parliamentary procedure, organization of the Friends, volunteer handbook and reference manual, and annual reporting requirements for 501 (c) (3) non-profit status.

**Travel Required**

None required.

**Special Qualifications**

1. Ability to develop plans and policies and manage assets wisely.
2. Ability to work cooperatively with others to achieve goals of the Friends.
3. Maintain a strong interest in the Friends
4. Maintain a strong interest in supporting the library.

Updated:  
10/16/13  
12/12/19  
8/19/2021

Reviewed:  
April 2016