

FRIENDS OF THE DAVIS PUBLIC LIBRARY

JOB DESCRIPTION

April 2024

TITLE: First Vice-President, Membership Coordinator

TERM: Elected for 1 term annually

DUTIES:

- Membership
 - Update and manage the membership database
 - Record renewals in database
 - Coordinate with Treasurer for online and mail-in renewals
 - Remind members to renew
 - Archive lapsed memberships
 - Print membership binders for use at the book sales
 - Respond to inquiries regarding membership
 - Monitor emails for questions
 - Maintain physical records of renewals for reference
 - Send monthly newsletter to membership
 - Design updated monthly graphic
 - Update mailing list with all new members
 - Coordinate with book sale coordinator to advertise special collections
 - Solicit information from the board to advertise to membership
- Board Service
 - Assume all duties of the President in the absence of the President
 - Serve on the Executive Committee
 - Serve on the Finance Committee
 - Assume all duties of the President in the absence of the President
 - Attend all board meetings and report on membership
 - Other duties as designated by the elected officers
- Volunteers
 - Serve as main volunteer coordinator for the entire organization
 - Maintain master database of all volunteers and contact information
 - Respond to all inquiries regarding volunteer interest
 - Reach out to members who express interest in volunteering
 - Maintain volunteer phone number
 - Respond to all voicemails and forward to relevant parties
- Elections
 - Solicit board member vacancies from membership
 - Advertise, design, and run annual elections
 - Coordinate with appointed election official to interpret results
- Technology
 - Serve as Google administrator for the domain
 - Create email addresses for new board members

- Reset passwords for locked out members
- Serve as tech support for domain-related issues
- Design and print pricing labels for special books at the sales
- Serve as backup website administrator