

FRIENDS OF THE DAVIS PUBLIC LIBRARY

JOB DESCRIPTION May 2017

TITLE: First Vice-President, Membership Coordinator

TERM: Elected for 1 term annually

DUTIES:

- Membership
 - Update and manage the membership database
 - Record renewals
 - Monitor emails for online payments
 - Coordinate with Treasurer for renewals through post office
 - Remind members to renew
 - Respond to inquiries regarding membership
 - Monitor emails for questions
 - Provide mailing labels for book sale postcards
 - Provide membership binders for use at the book sales
- Publish the annual calendar of events
- Serve on the Executive Committee
- Serve on the Finance Committee
- Attend all board meetings and report on membership
- Assume all duties of the President in the absence of the President
- Attend all Board meetings and report on the status of the membership
- Other duties as designated by the elected officers