



Responsibilities and Benefits of Officers of Friends of the Edgewater Library

March 30, 2024

FOEL Officers

- Secretary
- Treasurer
- Vice President
- President





Secretary

- Responsibilities
 - Take notes at monthly general membership and quarterly board meetings.
 - Send notes to the Board in advance of meeting.
 - Make revisions as requested.
- Required Skills
 - Listen and write simultaneously.
 - Type.
 - Send documents by email.





What is great about being secretary?

- Get to know other members.
- Get unsolicited positive feedback from people.
- Little effort is required between meetings.
- Feel warm and fuzzy for helping advance the mission of the Friends and support the library.





Treasurer

- Responsibilities
 - Manage and track the Friends' money (e.g., pay for things)
 - Collaborate with chairs and library staff to create annual budget.
 - Prepare a monthly report for each meeting.
 - Complete annual paperwork with the state. They give you a form.
 - Coordinate annual audit.
- Required Skills
 - Proficiency with Excel or similar software application.
 - Detail-oriented.





What is great about being treasurer?

- Satisfaction in keeping accurate records.
- Collaborate with chairs and library staff.
- Get to play with Excel!
- Visit the banker.
- Know that your actions directly influence the compliance of the organization.





Vice-President

- Responsibilities
 - Assist President as needed.
 - Assume the duties of President in the event they are unable to fill their role.
- Required Skills
 - Flexibility.
 - Organizational skills are helpful.





What is great about being vice-president?

- Insight into how FOEL is run.
- Opportunity to carve out your own role.
- Get access to the back room!





President

- Responsibilities
 - Lead all meetings of Friends and the Board/Executive Committee.
 - Prepare agendas and materials for meetings.
 - Respond to general email inquiries (info@foelchicago.org)
 - Act as spokesperson to media.
 - Appoint committee chairs.
- Required Skills
 - Organizational skills.
 - Comfortable leading a friendly group and meeting a variety of people in the neighborhood and sometimes the across the city.





What is great about being president?

- Get to interact with Friends members, library staff, CPL administrators and other librarians, and neighborhood residents, businesses, and other government, community, and non-profit organizations.
- Provide direction and guidance for the growth and maintenance of the organization in conjunction with the board.
- Use my skills and talents to support the work of Friends, and libraries and the broader purpose they serve in communities.
- Meet lots of people from the neighborhood and other areas of the city who are passionate about libraries, books, reading, and literacy.
- It's fun! I love talking to other people about Friends, what we do, and our successes!





Questions?

