

# Friends of the Maxfield Public Library

## Board Member Position Description

**Position Title: President**

### Summary of Position

The President provides leadership for the Friends of the Maxfield Public Library (FOMPL). This role ensures that the organization's mission is executed, its programs effectively support that mission, and its finances are managed responsibly. The President collaborates with the Library Director, trustee board members, and other FOTL members to advance the organization's goals.

### Responsibilities

1. Serves as the chief volunteer of the organization.
2. Oversees marketing, fundraising, and advocacy activities.
3. Creates agendas and presides over all meetings. Calls FOTL meetings as needed.
4. Provides input and guidance to board members and committees.
5. Serves as an ambassador for the Friends and the Maxfield Public Library. Acts as the public face and voice of FOMPL, contributing to press releases, newsletters, and media statements.
6. Contributes to member communications.
7. Responds to organization emails.
8. Manages the planning and execution of the annual meeting for the general membership.
9. Represents the organization at meetings with other boards and organizations, such as the Maxfield Library Board of trustees.

## **10. Qualifications**

1. Prior leadership experience preferred.
2. Experience as a committee chair or board member preferred.
3. Strong organizational, written, and verbal communication skills required.
4. Familiarity with Google applications (Gmail, Google Drive, etc.).
5. Membership in FOMPL required.

## **Application Process**

Interested individuals can express their interest by contacting [cfinemore@maxfieldlibrary.org](mailto:cfinemore@maxfieldlibrary.org).