



Monterey Park Bruggemeyer Library Junior Friends Board Positions

President

- Preside over meetings and ensure that members are focused and engaged.
- Assist the Library Advisor with drafting agendas and determining Junior Friends' goals
- Act as a representative of the Junior Friends and the greater teen population to the Friends of the Library as requested and schedule permitting.
- Promote the events, activities, and resources available at the library to the community.
- Other duties as assigned by the Library Advisor.

Vice President

- Serve as a liaison between Junior Friends members and the President.
- Act as the recruiting officer for new board members.
- Assist the President in their duties as necessary, and lead meetings in President's absence
- Promote the events, activities, and resources available at the library to the greater community.
- Other duties as assigned by the Library Advisor.

Secretary

- Serve as the record keeper and ensure that proper and up to date records of Junior Friends meetings and Junior Friends related documents are secure and easily accessible. This includes:
 - Recording the minutes at each meeting and submitting a copy to the Junior Friends Library Advisor no later than three days after a meeting.
 - Minutes will include members in attendance, what was discussed, the results of any votes or elections, and all other items of import that take place during a meeting.
 - Maintaining a copy of all Junior Friends related documentation on Google Drive, including agendas, minutes and others to be determined.
 - Serve as a secondary point of contact for unexpected absences alongside the Library Advisor.
 - Assist the President in his/her duties as necessary, and lead meetings in the absence of the President and Vice President.
 - Promote the events, activities, and resources available at the library to the greater community.
 - Other duties as assigned by the Library Advisor.

Publicity Chairperson

- Manage and maintain the Junior Friends publicity and online presence, including:
 - Taking pictures at events & activities to post online.
 - Drafting online social media posts using Canva including event descriptions.
 - Work with and assist the Library Advisor regarding any necessary promotions for Junior Friends related events and activities, including flyers and write-ups.
 - Report to the Junior Friends as to the success or failure of any events or activities regarding attendance and enjoyment of the event.
 - If the Publicity Chairperson is unable to attend the event or activity in question, they are responsible for either collecting that information later from the Library Advisor or a temporary substitute.
 - Assist the President in their duties as necessary and lead meetings in the absence of the President, Vice President and Secretary.
 - Promote the events, activities, and resources available at the library to the greater community.
 - Other duties as assigned by the Library Advisor.