



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. If the President is unable to meet with the Friends of the Library, they must submit a written report detailing what the Junior Friends have accomplished and discussed each month.
- Promote the events, activities, and resources available at the library to the community.
- Other duties as assigned by the Library Advisor.
 - Oversee the development and drafting of the Junior Friends Bylaws.
 - Work with Vice President and Secretary to update member guidelines.
 - Inform the secretary of member absences.
 - Lead and coordinate weekly Junior Friends Board Meetings.

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.
 - Send out text and email reminders about upcoming meetings.
 - Work with advisor to notify members who are at risk of losing their membership for not attending meetings.
 - Designate and supervise the progress of subcommittees.

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.
 - Track member attendance.
 - Track member absences and inform the Vice President of members who have been absent for more than 5 meetings.

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.
 - Assist the Friends of the Library with typesetting the quarterly Friends of the Library newsletter.
 - 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.
 - Assist the Friends of the Library with data entry and typesetting of the monthly newsletter

Historian

- Collaborate with the Secretary and Publicity Chairperson to manage and archive Junior Friends events:
 - Take pictures at events and activities to post online.
- If the Publicity Chairperson is unable to attend the event or activity in question ,the Historian will serve as 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