

Second Vice President Friends of Libraries Section

Term of office: Two-year term

Election cycle: Even-numbered years

Duties and Responsibilities:

1. Attends all Executive Board meetings
2. Presents a written report for each Executive Board meeting to be included in the electronic meeting archives.
3. Promotes membership and provides the Section with materials to distribute to current and prospective members
4. Consults with the NYLA Membership Director to maintain accurate records of Section members and to monitor the "Friends Elected Officer non-voting members of NYLA" (currently referred to as Friend Trustees) associated with a Friends Group Organizational Membership
5. Provides mailing labels or e-mail addresses from the membership database for Section initiatives, such as a newsletter or membership recruitment mailing
6. Attends NYLA Membership Committee meetings, acting as the representative for the Friends of Libraries Section
7. Prepares or updates a membership form to recruit new members, both personal and organizational
8. Utilizing information in the NYLA Membership Center database on lapsed and expiring memberships, contacts members to encourage continued Section membership or provides this information to a volunteer performing this function
9. With the Executive Board, provides exciting incentives that will encourage new members, including a booth at the trade show at the NYLA Annual Conference
10. Works to implement goals for membership as outlined in the Section's current Long-Range Plan

Reviewed by the Executive Board, 1/26/15; 1/8/20

file: second VP job description