Volunteer Position Title: FLS Member At Large

Term of Office: Elected for a renewable two-year term. Start and end dates coincide with the FLS Annual Membership Meeting or by December 1.

Election Cycle: Three Members At Large elected in even-numbered years; four Members At Large elected in odd-numbered years.

Position Overview and Impact:
The Members at Large are all voting members of the Executive Board and assist in functions and initiatives of the Board (e.g., National Friends of Libraries Week, NYLA’s Advocacy Day and other advocacy efforts, assistance to FLS Conference Curator at the NYLA Annual Conference, membership recruitment efforts, promotion of awards).

A broad, statewide representation is sought through these seven elected positions, with background knowledge and active service in Friends organizations across NYS. The FLS Board is the administrative arm of the Section, a unit of the New York Library Association, and transacts the business of the Section. Board members work for the benefit of the entire organization.

Key Responsibilities:
1. Attends and participates in all Executive Board and FLS Annual Membership meetings

2. Prepares for Board discussions by reviewing reports and communications from the Section officers, coordinators, and representatives to NYLA standing committees posted in the Board’s electronic meeting archives

3. Offers opinions and insights, based on direct personal experience with Friends of the Library organizations, in the development of the Section’s long-range plan, procedures, and policies.

4. Provides volunteer and leadership assistance in projects or on task forces and/or ad hoc committees as requested by the Executive Board

5. Stimulates interest in FLS activities and projects in the geographic region of the volunteer’s residence (e.g., at a library system’s Friends Council meeting)

6. Contributes content to the FLS quarterly newsletter (e.g., reporting on content at FLS-sponsored programs at the NYLA Annual Conference) and FLS webpage as requested by Newsletter Editor or Web Editor
Qualifications:
1. Experience with Friends of Libraries organizations and/or library foundations, either as a library civic leader/community volunteer or staff member in a library setting. Background with community nonprofits desirable.
2. Ability to meet deadlines in a timely manner
3. Willingness to develop contacts in the library community across New York State

Volunteer’s Primary Contact: FLS President

Training and Support Provided:
The FLS President will mentor this volunteer along with an experienced Member At Large. Reimbursement for out-of-pocket expenses may be available.

Collaborators:
1. FLS President
2. Fellow Members At Large
3. FLS Newsletter Editor
4. FLS Web Editor

Time Commitment:
Varies. 3 hours per month. Work is primarily accomplished at videoconference Board meetings (90-minute meetings, approximately every 6 weeks) and via e-mail. Attendance is encouraged at in-person Board meetings (two times per year—generally spring or summer and one meeting in conjunction with the NYLA Annual Conference at the conference location).

Benefits of Volunteering:
1. Enhancement of knowledge, skills, and abilities in the arena of management of nonprofit organizations
2. Acquiring contacts statewide to support Friends of Libraries at the state level
3. Opportunity to develop leadership skills to serve in other officer positions for the Section

Reviewed by the Executive Board, 1/26/15; 2/8/19; 2/9/2021