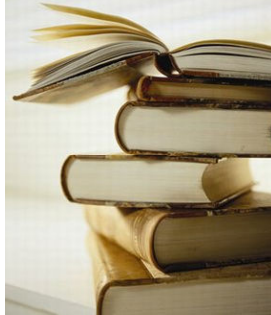


Friends of the Williamson County Public Library

"Join and Make a Difference"



The Friends is a volunteer, non-profit group dedicated to enhancing and improving library services for our community. Friends' contributions, fund-raising activities, and volunteer efforts support adult and youth programs, maintain and increase collections, and provide new technologies, equipment and other improvements.

Interested in volunteering your time and talents to help the library?

Join today and help grow the organization!

Name

Street

City, State and Zip

Phone _____

Email _____

Please choose one or more areas of interest (see descriptions below).

_____ Committee Leader _____ Officer Position
_____ Publicity _____ Membership _____ Fundraising
_____ Communications _____ Hospitality
_____ Program _____ Historian

Annual dues are \$10 per person, and checks are payable to "Friends of the WCPL". Bring check and application to the WCPL circulation desk or mail to the address below. Once received, you will be contacted by email or phone.

Payment is also available online at
www.morecountylibrarybooks.com

Friends of the Williamson County Public Library
1314 Columbia Avenue
Franklin, Tennessee, 37064
615.595.1250, extension 129
Email: friends@williamson-tn.org

Duties of Officers

1. The **President** shall chair the Executive Committee and conduct the meetings of the organization, appoint committee chairmen and coordinate the agenda for meetings. The President shall present the annual budget to the Executive Committee for approval prior to the general meeting in May, then to the membership for adoption. President responsibilities include notifying the membership and providing the agenda in advance of the meetings. The President is an ex-officio member of all committees, except the nominating committee.

2. The **Vice-President** shall serve in the absence of the President at meetings and as the President's representative as requested. The Vice-President will assist committee chairs, as needed.

3. The **Secretary** will record the minutes of the meetings, and write any correspondence necessary by the membership. Copies of the minutes shall be distributed to the Executive Committee before scheduled meetings. The Secretary shall work with the membership committee to publish the annual membership directory.

4. The **Treasurer** is responsible for signing all checks, making deposits, paying organization debts and making regular written reports to the membership at meetings. Emergency Arrangement: The President is authorized to sign checks from the checking account in the absence of the Treasurer. The Treasurer will report all new members to the membership committee.

5. **Advisory** Committee consists of past officers as well as other appointed officials.

Duties of Committees

1. **Publicity Committee** is responsible for providing publicity of all types for events, meetings and activities of the organization. Committees requesting publicity shall work through the Publicity Committee.

3. **Membership Committee** is responsible for encouraging new members, publishing the membership directory and collecting the payment of annual dues. The committee will also coordinate volunteer activities.

4. **Fund-raising Committee** is responsible for fund-raising projects, including book sales. The Fund-raising Committee will work closely with the President and Executive Committee to plan and schedule fund-raising events.

5. **Communication Chairman** is responsible for newsletter and website, as well as contacting members by email, phone or mail. The Communication chair will work closely with Publicity Chair.

6. **Hospitality Chairman** is responsible for the arrangement of any hospitality for meetings and special events.
7. **Program Chairman** will plan programs of interest to the membership.
8. **Historian** is responsible for preserving the history of the club by maintaining scrapbooks, clippings, photos, etc.