

Friends of the Library Southport & Oak Island – Board Member Job Description

WAYS AND MEANS CHAIRPERSON

General Responsibilities

- Recommends and is responsible for fundraising activities including corporate sponsors and projects of the association, including grant-writing.

Accountability

- The Ways and Means Chairperson is accountable to the Board of Directors (if elected or appointed by them) or Members (if elected by the membership at a member's meeting) as specified in the bylaws.

Specific Duties

- *Meetings* - Attend all monthly Board meetings and the Annual Meeting, usually held in September of each year.
- Identifies and researches grants that FOLSOL is qualified to receive, working collaboratively and cooperatively with Library Managers to determine how grants can be applied to existing or new activities.
- Tracks status of grant process from application through follow-up to final determination, informing Board members of the outcome.
- Coordinates publication and recognition of gifts and grants received.
- Serves on subcommittees as directed by the Board President.
- Works collaboratively and cooperatively with all members of the Board.