



**Portage Public Library
Volunteer Job Description
Friends Board**

General Purpose: Serve on a twelve-member Board to lead the Friends in support of the Portage Public Library. The Board works to maintain a membership interested in the Portage Public Library; stimulate the use of the library's resources and services; provide volunteer support for the library's programs; and raise funds for special library purposes.

Duties: Volunteers serve a one year term, with the following responsibilities:

1. Attend meetings of the Board and the Annual Meeting of the Friends
2. Determine policy and plan/organize activities of the Friends
3. Elect officers

Time Required: Attendance of scheduled Board meetings. Attendance of Annual Friends meeting. Participation in Friends' activities additionally, that are specifically assigned to your position or office.

Training Required: Thorough understanding of Friends of the Portage Public Library By-Laws is required.

Supervisor: Library Director

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