



BOARD CANDIDATE FAQ

What is the Friends of the Roxbury Twp Public Library's mission statement?

The purpose of this organization shall be to stimulate community awareness and use of the Free Public Library of the Township of Roxbury and to support the Library in developing its facilities.

What are the Board members' responsibilities?

President: Preside over and conduct meetings of the members and of the Board of Directors; to appoint committee chairs and to be an ex-officio member of all committees except the nominating committee.

Vice-President: To perform the duties of the President in the absence of the President and to assist the President as requested.

Secretary: To take attendance and minutes at all meetings of the members and the Board of Directors. Conduct the correspondence of the organization.

Treasurer: To keep and maintain the financial records of the organization and to review such records with the director and appropriate financial officers of the Library with respect to the solicitation and receipt of dues, contributions and gifts, as well as expenditures; to be a member of the finance/ways and means committee

Finance/Ways & Means: Shall prepare the budget, research and apply for any and all grants that would benefit the Friends. Responsibilities include raising funds and investment of those funds (Projects are to be approved by the Board of Directors)

Membership: Shall organize a minimum of one annual membership drive and to maintain membership files and records including the updated membership file.

Newsletter: Shall regularly publish a newsletter.

Programs/Activities: Shall make or cause to be made arrangements for programs and activities.

Publicity: Inform public of all activities of the organization by establishing a working relationship with newspapers, radio, TV, internet and social media. Prepare, review, and release all press releases.

How long does a board member serve on the board?

Directors are elected for a 2-year term. The term of office commences June 1 and ends May 31.