



FOCPL@rogers.com

EXECUTIVE RESPONSIBILITIES

Fundraising - Support of Library Services –Membership and Community Contact

- Attend Monthly Meetings September through May, excluding December
- Publicize and assist at events and activities, and encourage membership in the FOCPL
- Establish a Nominating Committee and present a Slate of Officers to the Annual General Meeting

PAST PRESIDENT

- Advise President as requested

PRESIDENT (Signing Member)

- Call meetings, provide agenda, and chair Monthly Meetings and Annual General Meeting
- Contact Executive members regarding meeting times, organization of fundraisers, and input for newsletters
- Direct formation of committees and appointment of Library Board representative
- Review all correspondence and advise Secretary on replies
- Maintain a visible profile in the community as President of the FOCPL

VICE PRESIDENT (Signing Member)

- Assist President as requested
- Chair meetings if chairman is absent

SECRETARY

- Take Minutes during meetings and keep custody of Minutes of past meetings
- Forward a copy of Minutes to Executive Committee members directly following Executive Meeting
- Have Minutes printed and distributed at next Executive Meeting
- Receive and send all correspondence in consultation with President

TREASURER (Signing Member)

- Deposit in the bank all monies from events, activities, membership fees and donations
- Issue cheques with second signing member for authorized expenses and donations
- Prepare financial statements for Monthly Meetings and a year-end statement for the Annual General Meeting
- Ensure that regulations and requirements for a Registered Charity are met, and update FOCPL Executive of changes as required
- Prepare and meet deadline for annual Registered Charity Information Return
- Issue official income tax receipts for monies or gifts received within a calendar year
- Maintain books, records and receipts for a yearly audit

BRANCH REPRESENTATIVES (7)

Albion Bolton, Alton, Belfountain, Caledon, Caledon East, Inglewood, M. Dunn Valleywood

- Represent Branch at FOCPL meetings and give a short report as required
- Ensure FOCPL events and activities are publicized in own Branch
- Contact Branch members using the Membership List and solicit their support for Friends' activities
- Provide information and articles for FOCPL newsletters

MEMBERS-AT-LARGE

- Publicize FOCPL events and activities and encourage membership in the FOCPL
- Provide information and articles for FOCPL newsletters

EX-OFFICIO MEMBERS

- Chief Librarian, Caledon Public Library
- Library Liaison, Caledon Public Library
- Representative from the Library Board