

## Friends of the William Jeanes Memorial Library BOARD RECRUITMENT INFORMATION PAGE

The **Friends of the William Jeanes Memorial Library** (FWJML) has openings for new Board members at this time.

The FWJML Board is an all-volunteer working Board.

### ABOUT US

The *Friends of the William Jeanes Memorial Library* was founded in 1950 as an independent nonprofit organization. Since that time the organization has been a vital force in supplementing Library funding.

Membership in the FWJML stands at approximately 650.

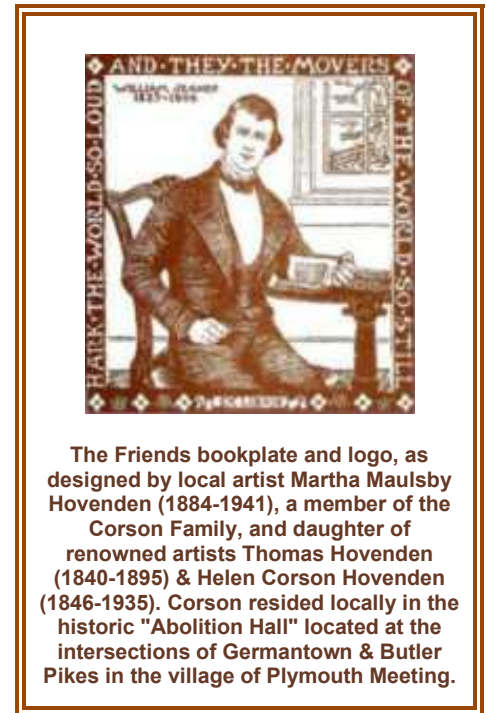
The organization is governed by a Board of Directors, and that board meets monthly, September through June. The board carries out the Friends mission by guiding the organization in a variety of endeavors, each of which benefits from the leadership and participation of committee chairpersons and members.

If you are interested in being part of an active, vibrant group of dedicated volunteers, please fill out the [APPLICATION](#).

You will be contacted by the FWJML President regarding your application.

Thank you for your interest.

Questions? Please email FWJML President at [friendswmjeanesmemoriallibrary@gmail.com](mailto:friendswmjeanesmemoriallibrary@gmail.com)



## **Friends of the William Jeanes Memorial Library**

### **BOARD RECRUITMENT INFORMATION PAGE**

Several long-time board members will be moving on to other endeavors, leaving key positions vacant. For this reason, we are actively recruiting to fill seats on the board, with the hope that new board members will bring skills and experience that can support the work of the following committees:

---

#### **Membership Committee**

Plans and executes the annual membership drive, and promotes membership throughout the year.

*Skills and interests needed—*

- Enjoys working with others in support of the library
  - Familiarity with basic word processing software; comfort with email, including attaching and opening documents
  - Ability to write an engaging membership letter, which requires gathering information from other committees
  - Ability to work with a local commercial printer and bulk-mail vendor
- 

#### **Publicity Committee**

Develops all publicity for the Friends Book Sales, plus the Annual Meeting. This includes press releases, leaflets, bookmarks, and postings to the library's website, and other online/social media sources.

*Skills and interests needed—*

- Excellent editing and writing skills, good communicator; detail oriented
  - Familiarity with computers and basic software, including word processing and email; ability to create and attach PDFs
  - Promotional writing experience
  - Basic graphic design experience
  - Access to and familiarity with a digital camera or other digital imaging device; comfort with basic photo manipulation (cropping, adjusting contrast, etc.)
  - Willingness to take on additional PR tasks as they arise
- 

#### **Book Sale Committee**

Coordinates the Friends Book Sales

*Skills and interests needed—*

- Willingness to sort donated used books, some of which have been collecting dust on donor's shelves (not a job for allergy sufferers)
  - Event planning experience and willingness to participate in set up, which includes displaying books and packing unsold books
  - Availability during Book Sales-5 days:2 days set-up; 2 days sale and break-down event; 1 day for boxed books pick-up
  - Familiarity with book values, or ability to engage in online research (e.g., ebay) for some titles
- 

Please keep in mind that the work of these committees is a collaborative effort, with responsibilities shared by committee members. Duties align with interests, skills, and volunteers' availability.

***Thank you for your interest!***