

**Perth East Public Library
Friends of the Library - Terms of Reference**

Adopted July 14, 2009

Mandate:

Friends of the Library (FOL)

- a. Supports the mission and vision of the Perth East Public Library,
- b. Raises fund in support of special library projects and general library services,
- c. Assists with library special programs and events,
- d. Promotes public recognition of the resources and programs available through Perth East Public Library, and
- e. Actively recruits FOL members to meet project and service requirements.

Membership:

- f. The FOL is a group of general members who volunteer for ongoing or time-limited projects to fulfill the FOL mandate.
- g. Members receive reimbursement for pre-approved expenses but no remuneration for their volunteer services.

Management:

- h. The FOL executive organizes and manages the contribution of the FOL general volunteers.
- i. The FOL elects a Chairperson and Secretary/Treasurer from nomination of FOL members. The term is for one year renewable.
- j. The term of chair is one year renewable with terms commencing in January.
- k. A non –voting library staff member is assigned to the FOL as an observer, advisor, and resource person and as a liaison required by the Group.
- l. Meetings are held on a required basis determined by the Chairperson and the FOL.
- m. The FOL directly reports to the Library Board and provides an annual report at the end of the calendar year or more frequently if requested.
- n. The FOL sets out its annual objectives by the start of the calendar year and reviews these objectives with the Library Board for approval.
- o. The FOL keeps a set of unaudited financial records on the monies raised and expenditures.
- p. Minutes are taken for each meeting and kept as per the Library Board's policy on records retention.

Annual Membership Dues

- Junior Membership FREE (18yrs and under)
- Individual Membership: \$10.00
- Corporate Membership: \$10.00

Charitable tax receipts will be issued for the full amount of the membership fee paid. The membership fee can be waived at the discretion of the Executive.