

Recruiting Board Members for the CPH Friends of the Library

The Friends of the Clifton Park Halfmoon Public Library (CPH Friends) is an actively working board of directors and is seeking to recruit 3 new board members in 2025/26. Specifically, we are looking for someone to work with our current Treasurer with the goal of assuming the treasurer's responsibilities in the next year. We are also recruiting for a chair of our newly created development committee. The third new member will be asked to support some of our existing committee activities.

The CPH Friends of the Library is a not-for-profit, 501(c)3 tax-exempt organization incorporated in the State of New York. Its mission is to act as a bridge to the community by:

1. Increasing public awareness of, focusing attention on, and expanding the use of the Clifton Park-Halfmoon Public Library (the Library).
2. Initiating, organizing, promoting, and encouraging cultural and educational activities.
3. Raising funds to support activities and purchase of materials, supplies and equipment as requested by the Library.

Interested individuals should send an email to: friendsofthecphlibrary@gmail.com

Responsibilities of all Board Members

- Attend monthly board meetings.
- Participate in at least one committee.
- Contribute to setting and implementing the organization's goals and objectives.
- Ensure that the organization adheres to legal and ethical standards and adopts sound governance policies and practices.
- Ensure that the organization adheres to sound financial practices by approving an annual budget and ensuring adequate resources are available to advance the mission.
- Advocate for the organization's mission within the community.

Responsibility of the Treasurer

- Keep an accurate record of all monies received and disbursed by the organization and make a report thereof to the Board at each regular meeting and at such other times as the Board shall require.
- Coordinate with the Membership Committee regarding the processing of membership applications and fees.
- Have the authority to sign bank drafts and checks.
- File all required documents, including federal and state tax and charity reporting documents, relevant to the finances of the organization.
- Coordinate the development of the annual budget.
- Review and sign contracts.

- Maintain knowledge of the financial status of the organization and its status of expenditure in relation to the projected budget.
- Access and maintain the security of the FOL online banking application.
- Be cosignatory with a Co-President with FOL check writing privileges on checks over \$200.
- Perform other duties as determined to ensure financial best practices.
- Be responsible for the maintenance and safekeeping of the following records of the Board:
 - Certificate of Incorporation
 - 501(c)3 application and approval letter
 - NYS Tax Exempt approval letter

Development Committee Chairperson Responsibilities

- Review the current fundraising activities of the CPH Friends of the Library and develop new ideas for future fundraising.
- Work with the assigned Co-President to develop an agenda for the periodic meetings of the development committee.
- Establish committee guidelines.
- Recruit members.
- Chair the periodic meetings of the development team.
- Brainstorm fundraising ideas.
- Research the level of effort to implement the ideas.
- Present the ideas to the Co-Presidents and Library leadership.
- Present the ideas to the board of directors.
- Recruit individuals to implement agreed upon fundraising strategies.

Other Committees of the CPH Friends of the Library requiring board support

- Communications
- Crafters Supplies Give and Take
- Garden Express
- Get Out the Vote
- Hospitality
- Membership
- Scholarship
- Two Towns One Book
- Used Book Sale

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