**Friends of Guffey Library**

**Responsibilities of the office of President**

It was proposed that the duties of the President be, in addition to those duties enumerated in the bylaws:

to share updates to the website with the webmaster;

to keep the conflict of interest policy and signature file up to date;

to keep the job descriptions up to date;

to run the Friends of the Guffey Library Meetings;

to send the proposed agenda to the secretary prior to meetings.

**Responsibilities of the office of Vice President**

It was proposed that the duties of the Vice President be as enumerated in the bylaws.

**Responsibilities of the office of Treasurer**

It was proposed that the duties of the Treasurer be, in addition to those duties enurnerated in the bylaws:

to prepare the annual financial statement by the February yearly meeting;

to prepare printed quarterly reports for the quarterly meetings, and

to prepare more frequent reports if desired to BCC to the executive committee

 members;

to prepare the 501c3 e-postcard (aka 990n) form for the IRS which is due by May 15th

 of each year in time for presenting at the yearly February meeting of the same year;

to prepare the IRS tong form if required by the February yearly meeting in the year it is

 due;

to prepare the Secretary of State's annual report which is due yearly in October.

**Responsibilities of the office of Secretary**

It was proposed that the duties of the secretary be, in addition to those duties enumerated in the bylaws:

to prepare draft minutes of meetings to present to members of the executive committee

 prior to general dissemination to the membership at large;

to post draft minutes of meeting in written form at the library;

to email (or otherwise disseminate if necessary) draft minutes to the general

 membershlp after seven days of presentation to the executive committee (using

 BCC)

to maintain the membership list;

to send out agendas for future meetings to the general membership;

to send out the treasurer’s report after said is approved to the general membership.