

## **Operating Guidelines**

### **The Friends of the University of North Texas Libraries**

#### **Executive Board**

The success of the organization in carrying out its mission and purposes depends on the executive board and how it manages and facilitates the organization's activities and how well it communicates with its members and the libraries' dean and staff.

The executive board is responsible for securing members; stimulating interest in the UNT libraries, providing a forum for sharing this interest, attracting donations and resources to achieve the libraries' goals, and procuring gifts of books, manuscripts, special collections, and other library related materials.

#### **Organization Chart**

Not provided at time of first distribution.

### **OFFICERS**

#### **Duties of the President**

1. As needed, meets with the Assistant Dean for External Relations.
2. Meets with the immediate past president, as needed, to maintain continuity. The immediate past president will report on the status of work in progress, provide necessary records, and discuss challenges ahead.
3. Initiates and oversees activities of the executive board and committees.
4. Prepares an agenda for each executive board and annual meeting.
5. Chairs the meetings, or arranges for a substitute chair when necessary.
6. Makes and distributes (e-mail or paper) to the executive board a list of the board members and Assistant Dean for External Relations staff (names, addresses, phone numbers, year term ends).

#### **Duties of the First Vice President (Finance)**

1. In the absence of the president, the first vice president will chair a meeting.

2. Collects information from the Assistant Dean for External Relations concerning membership dues and gifts donated to the UNT Friends of the Libraries (e.g., received dues, donations to special Friends funds) and will report the information at each meeting of the executive board.
3. Evaluates the advisability of initiating an annual finance drive and appeals for donations for specific purposes and needs.
4. Oversees fund-raising efforts requested by the executive board.
5. At the end of the term, meets with the incoming first vice president giving him/her information and materials to assure a smooth transition.

#### **Duties of the Second Vice-President (Events)**

1. Promotes and supports the work of the libraries by facilitating salon events. Such events would include lectures, exhibits, recitals, contests, and workshops and would be arranged in cooperation with the Assistant Dean for External Relations. Events may include the UNT Libraries as a whole, as well as various areas within the libraries.
2. Reports to the executive board members on events, solicits their advice and approval of any necessary expenditure in advance of the event, and reports results. Writes thank-you notes to providers of the events.
3. At the end of the term, meets with the incoming second vice-president and provides materials and information to assure a smooth transition.

#### **Duties of the Secretary**

1. Records the minutes of each meeting, (including date, time, place, presiding officer, and members present), submits them at the subsequent meeting of the executive board for approval or correction. A permanent record (e-mail or paper) of these minutes is submitted to the Assistant Dean for External Relations to be archived.
2. Minutes consist of: a record of the acceptance of previous minutes; reports of any committees; the agenda items discussed; a record of motions made, accepted or rejected; and time of adjournment
3. The secretary will e-mail and/or mail the executive board members a copy of the minutes and a reminder of the upcoming meeting. Members wishing to receive a copy of the minutes via the United States Postal Service are requested to provide to the secretary a self-addressed stamped envelope for that purpose

### **STANDING COMMITTEES**

## **Annual Meeting Committee**

1. The annual meeting is a meeting at which members will receive reports about the organization's activities, elect officers and executive board members, and vote on any other business that is brought forward.
2. The President designates a Chair of the committee and additional members may be recruited.
3. The chair of the Annual Meeting Committee will arrange, early in the fall semester, for a date and place for the annual meeting to be in the early spring. The chair of the committee works with the Assistant Dean for External Relations on arrangements, payments, and paperwork.
4. Working in consultation with the Assistant Dean for External Relations, the chair of the Annual Meeting Committee will plan a program and presenter(s) for the Paul Voertman presentation; arrange for publicity for the Annual meeting with the Assistant Dean of External Relations; and will prepare thank you notes, as appropriate.
5. The Annual Meeting will not be a fund-raising event.

## **Membership Committee**

1. The President designates a Chair of the committee and additional members may be recruited. The committee works with the Assistant Dean of External Relations to accomplish its goals.
2. Member dues are the primary source of funds for the organizations; therefore, the membership chairperson needs to pursue new and renewing memberships. The Membership Committee obtains a list of current members from the Assistant Dean of External Relations and sends them reminders to pay their annual dues, emphasizing how the dues support the mission of the Friends of the UNT Libraries. Requests for annual renewals are not sent to Lifetime or Honorary members.
3. The Membership Committee should also get a list of previous members who did not renew their membership in the years before and sends invitations to join again.
4. The Membership Chairperson should get as many names as possible of current faculty (working with department chairs or departmental faculty assigned as library contact persons), graduate students, and others from appropriate departments who would support the work of the Friends of the UNT Libraries.
5. The Membership Chair may bring to the executive board a proposal to increase the fee for library privileges memberships and for dues, if deemed appropriate.

## **Nominations Committee**

1. The President designates a Chair and other members are recruited as needed no later than November 1.
2. The nominating committee prepares a proposed slate of executive committee members and officers when needed, which upon approval of the executive board, are presented to the membership at its annual meeting.

Approved by Executive Board in meeting 19 September 2011