

**BANDON LIBRARY FRIENDS AND FOUNDATION
(BLFF)
VOLUNTEER POSITION DESCRIPTION**

1. Position Title

PRESIDENT

2. Work Location

Meetings are held in Bandon Library's Sprague Community Room. No office space is provided. Occasional meetings with the BLFF Treasurer to co-sign checks are necessary.

3. Purpose of the Position

The BLFF President exercises the usual executive powers pertaining to the office President and presides at meetings of the Board. As specified in the Bylaws, the position is an Officer of the Board and is elected annually by the Board.

4. Responsibilities and Duties

- Serves as a BLFF Board Member (see Board Member documentation).
- Acts as a signatory on BLFF checks over \$200.00.
- Provides orientation and assistance to new Board Members and Officers.
- Assures all official records can be available for public inspection at the office of the BLFF's registered agent upon request.
- Keeps BLFF's nonprofit status current, designating a Board approved registered agent.
- Has powers and performs such duties as the Board may prescribe.
- Serves in the position until a successor is duly elected and qualified.

5. Qualifications

- Knowledge of BLFF mission, bylaws, goals and objectives.

6. Commitment Expected

The President is a Board Member with a three-year term and is elected annually by the BLFF Board to serve as Board President. The time commitment for serving as President of BLFF is eight to ten hours monthly, not including about 2 hours monthly to attend BLFF Board meetings. A President may serve unlimited consecutive terms.

7. Training

- Within 6 months of taking office, a new President will attend a seminar/training on president and board duties in Oregon nonprofits.

8. Other

None