

Article V “Duties of Officers and Directors” now reads:

President: The President shall be the chief executive officer of the corporation, responsible for leading the organization in fulfillment of its primary objectives. The President shall represent the corporation to the public and to the Library.

- The President shall facilitate all meetings for the membership.
- The President shall serve as the primary channel of communication with the library director and the library trustees.
- The President shall facilitate the appointment of committees and ensure that the goals and purposes of the membership are realized.
- The President shall be an ex-officio member of all committees.
- The President shall have the power to pursue resources, pending ratification by the membership.

- In the absence of the Treasurer, the President shall have the authority to collect, safe-keep, and disburse all funds and assets.

Secretary: The Secretary shall be responsible for the complete and proper record-keeping of the corporation, maintaining the official corporate record book.

- The Secretary shall record attendance, take the minutes of all meetings, and maintain a file of meeting minutes for reference at future meetings.
- The Secretary shall conduct necessary correspondence for the corporation, and maintain a file of all such correspondence.
- The Secretary shall keep a list of the membership together with addresses, phone numbers, and e-mail addresses, and shall notify the members of the time and place of meetings.
- In the absence of the President, the Secretary shall call the meeting to order and shall ask for a nomination of a member to run the meeting.

Treasurer: The Treasurer shall be responsible for the collection, safekeeping, and disbursement of all funds and assets of the corporation. The Treasurer shall prepare the annual budget for approval at the Annual Meeting, and shall keep and maintain financial records of all financial transactions of the organization.

- The Treasurer shall submit a financial accounting of the corporation’s

transactions and financial status at the annual meeting, for the quarterly meetings of the Board of Management, and at other times when requested.

- The Treasurer shall prepare any necessary documents for the IRS and the NH Attorney General related to the finances of the corporation, as required by statute or regulation.

- In the absence of the President and the Secretary, the Treasurer shall call the meeting to order and shall ask for a nomination of a member to run the meeting.

Programs Director: The Programs Director shall be responsible for leading the Programs Committee to plan, organize, fund, advertise and produce quality programs for presentation at the Library. The Programs Director shall maintain a file of all programs and events including costs and attendance, press releases, flyers, and announcements.

Fundraising Director: The Fundraising Director shall be responsible for leading the annual Membership Drive and any planned fundraising activities to ensure the ongoing vitality of the corporation. The Fundraising Director shall maintain a record of all fundraising activities, including donors and amounts received.

Used Book Shop Director: The Used Book Shop Director shall be responsible for the development and maintenance of the volunteer worker

schedules for the Pound School Used Book Shop, and to ensure the enterprise continues to profitably serve the needs of our community. The Used Book Shop Director shall maintain a record of income and expenses from the bookshop operations.

Change to read:

a. President: The President shall be the chief executive officer of the corporation, responsible for leading the organization in fulfillment of its primary objectives. The President shall represent the corporation to the public and to the Library.

- The President shall facilitate all meetings for the membership.

- The President shall serve as the primary channel of communication with the library director and the library trustees.

- The President shall facilitate the appointment of committees and ensure

that the goals and purposes of the membership are realized.

- The President shall be an ex-officio member of all committees.
- The President shall have the power to pursue resources, pending ratification by the membership.
- In the absence of the Treasurer, the President shall have the authority to collect, safe-keep, and disburse all funds and assets.

b. Secretary: The Secretary shall be responsible for the complete and proper record-keeping of the corporation, maintaining the official corporate record book.

- The Secretary shall record attendance, take the minutes of all meetings, and maintain a file of meeting minutes for reference at future meetings.
- The Secretary shall conduct necessary correspondence for the corporation, and maintain a file of all such correspondence.
- The Secretary shall keep a list of the membership together with addresses, phone numbers, and e-mail addresses, and shall notify the members of the time and place of meetings.
- In the absence of the President, the Secretary shall call the meeting to order and shall ask for a nomination of a member to run the meeting.

c. Treasurer: The Treasurer shall be responsible for the collection, safekeeping, and disbursement of all funds and assets of the corporation. The Treasurer shall prepare the annual budget for approval at the Annual Meeting, and shall keep and maintain financial records of all financial transactions of the organization.

- The Treasurer shall submit a financial accounting of the corporation's transactions and financial status at the annual meeting, for the quarterly meetings of the Board of Management, and at other times when requested.

- The Treasurer shall prepare any necessary documents for the IRS and the NH Attorney General related to the finances of the corporation, as required by statute or regulation.

- In the absence of the President and the Secretary, the Treasurer shall call the meeting to order and shall ask for a nomination of a member to run the meeting.

d. Directors: Directors shall serve as full members of the Board of Management,

and shall additionally assume the duties and responsibilities for specific tasks as agreed upon between the President and the Director. The President shall see that Job Descriptions are on file for all Director assignments.

