

Duties of the Fundraising Chair Friends of the Chelsea District Library

This individual is a member of the Friends of Chelsea District Library (FCDL) Board of Trustees. The Fundraising Chair duties can be completed in approximately 4 hours per month in addition to hours spent preparing and selling merchandise. This position reports directly to the Board President.

Duties include, but are not limited to:

1. Attend all board meetings, the annual meeting and Friends' sponsored events when possible.
2. Brainstorm with the Board about merchandise to sell to enhance library exhibits/programming, seasonal holidays and other general library merchandise.
3. Provide the Board with estimates of the cost for merchandise and discuss pricing for same.
4. Recruit volunteers to help prepare and sell merchandise through coordination with the Membership and Communications Chairs.
5. Coordinate with the staff Circulation Supervisor on how staff will handle upcoming sales and payment method for merchandise.*
6. Create exhibits for the Friends display case as needed to showcase merchandise sales and other Friends activities.
7. Perform other duties as assigned by the Board of Trustees.

*All profits generated by the sale of merchandise will be used exclusively to provide income to the Friends.

Reviewed: April 12, 2022

Revised: January 4, 2023

Approved: January 28, 2023