SUFFOLK LIBRARIES

Library Community Group Chairperson Role Description

Background

There has been an increase in the opportunities for volunteers to enhance the work of Suffolk Libraries since it was divested from Suffolk County Council in 2012. Volunteers have contributed to the work of the service for many years, but the independent and charitable nature of the service means that there every library now has its own community group – also known as a 'friends' group'. These are groups of volunteers who help and support their library and raise money to enhance and improve it.

Community groups and volunteers have not replaced staff, but they have helped to develop new services and activities, increase library use, help libraries to buy new equipment and furniture, funded library refurbishments and funded extra opening hours in some places.

Commitment:

Around 4-6 hours per month

Key Elements of the Role:

The Chairperson is one of the key trustees of the library community group. The main aspect of their role is to be the liaison between the Library Manager, Suffolk Libraries and the Friends Group.

Specific tasks will include:

- Being the key point of contact for the community group
- Communicating relevant information from a variety of sources to other trustees, usually via email.
- Plan community group meetings and agree the agenda with the secretary.
- Attend the Suffolk Libraries AGM and the Community Group AGM
- Write a Chairpersons report once a year

Person Specification:

We are looking for a volunteer who is:

- Reliable and trustworthy
- Diplomatic and able to work with a variety of different people
- Able to communicate effectively via emails or verbally
- Organised
- A team player able to liaise with Library Manager, staff and Community Group Trustees

If you are interested, please contact your local library manager for further details or complete the online application form at www.suffolklibraries.co.uk/about/jobs-volunteering/volunteering or [click here](#).