

Library Community Group Secretary 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 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 2-3 hours per month

Key Elements of the Role:

The secretary is one of the trustees of the library community group. The main two aspects of their role are to be a key point of communication for the group and to provide the administration for community group meetings.

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.
- Agreeing community group meeting agendas with the Chairman and circulating the agenda to other trustees
- Taking brief but accurate meeting notes, with a particular focus on capturing actions.
- Circulating the meeting notes to other trustees, usually by email
- Liaising with the chair to plan meetings

Person Specification:

We are looking for a volunteer who is:

- Reliable and trustworthy
- Able to take brief but accurate meeting minutes
- Able to communicate effectively via emails or verbally
- Organised
- A team player able to liaise with Library Manager, staff and Community Group Trustees