Fairway Village Homeowners Association

Policy #602.25.Job Description - Library

Rescissions of Job Description:
This update rescinds and supersedes all job descriptions approved on this subject prior to 5/7/2025.

Purpose: The Library Committee will act in an advisory capacity to the Board of Directors (BOD) on matters relating to the organization, maintenance and operation of the library.

Overview:

- The Library Committee will evaluate periodically or as needed, the condition of the library infrastructure and recommend repairs or replacements.
- The library will be staffed by volunteers who will include committee members and additional volunteers. An assigned BOD Liaison will also attend meetings and be the communication link between the Committee and the BOD.
- Members must be willing to devote time to attend bi-monthly meetings, maintain the library and work on Committee projects.

Specific Duties:

- The Chair/Co-Chair of the Committee will plan, lead and direct the work of the Committee in compliance with the Association's governing documents and direction from the BOD. Specifically, the Chair shall prepare agendas, chair meetings and ensure minutes are kept and forwarded to the Administrator for posting and record keeping. The Chair will forward recommendations of the Committee to the BOD via the BOD liaison. The Chair shall call special meetings as needed. The Chair and
- Co-Chair will complete a yearly review of the Library Procedures Manual and update as needed.
- The Co-Chair will assist the Committee as needed and assume responsibilities in the Chair's absence.
- The Secretary will keep minutes of each meeting including names of members in attendance or absent and record the actions and recommendations of the Committee. The results of votes cast for membership or other actions shall be recorded in the minutes. The Secretary shall also keep the roster of members with the end date of their appointed term.
- Committee Members will assist in the library and support the goals of the Committee.
- Volunteers are residents trained to work in and maintain the Library but are not voting members and work under the direction of the Committee.
- Committee Members and/or Volunteers may train incoming members to work in the library and follow the procedures in the manual as needed.

Reference: Fairway Village Homeowner Association Committee Handbook

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Rob O'Gorman
Secretary

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John Castino
President