

Friends of Beatley Library
Candidate for Board Positions Expression of Interest Form

We welcome and encourage the involvement of Friends members who volunteer to serve on the Friends Board, strengthening and expanding Beatley's effort to meet its public needs.

For this reason, the Friends Nomination Committee is developing the slate for Officers and Directors to serve a three year term, from January 1, 2020 to December 31, 2023. At this time, two Board positions are open: **Treasurer** and **Membership Director**. We are soliciting candidates to fill these positions with responsibilities as follows:

Treasurer

The Treasurer shall:

- receiving and depositing all funds;
- disbursing funds or making payments for services or materials provided;
- keeping appropriate detailed and accurate accounts of all financial matters;
- presenting a financial report at monthly meetings and prepare a full Annual Financial Report. (note: the report will be presented at the January board meeting for approval and then provided to the Membership)
- preparing and filing federal tax returns;
- filing the annual corporate report and paying the annual corporate registration fee to the Commonwealth of Virginia;
- renewing the Retail Sales and Use Tax Certificate of exemption every five years with the Commonwealth; and
- preparing and filing all other documents the federal government, the Commonwealth or the City of Alexandria may require to maintain the Corporation's corporate & federal tax-exempt status.

With Board approval, the Treasurer may obtain the services of a certified tax preparer or Certified Public Accountant to assist in these functions.

Qualifications should include business accounting experience and tax law. Experience in a non-profit organization would be an asset.

Membership Director

The Membership Director shall maintain and up-date membership records including:

- receiving and processing new membership forms;
- forwarding membership dues to the Treasurer;
- sending renewal letters monthly;
- removing reminders from members' files;
- sending thank you and tax donation letters;
- keeping a current roster of all members with expiration dates, and interest in volunteering;
- informing appropriate leader regarding expressed volunteer interest;
- having membership's roster at members' Book Sale preview and arrange area for members to check in for event;
- having membership forms available for people who wish to join that evening;
- keeping the gmail and Friends accounts for members and updated email addresses;
- monitoring gmail account and notifying appropriate Board Members if action is needed; and
- initiating, expanding, and maintaining an automated and streamlined membership process and records.

Qualifications should include computer and organizational skills. Experience in outreach activities would be an asset.

PLEASE NOTE: Candidates will be requested to submit references.

In order to ensure sufficient time for review of potential candidates, please complete and return the questionnaire below by: **Friday August 23rd** to: anreitman@verizon.net

If you are interested in applying for a position, please provide the following information:

Name:

Email Address:

Interested in being a candidate for the following position:

Treasurer _____

Membership Director _____

Describe your qualifications, skills, and experiences for this particular position:

If you have any questions, please contact Annabelle, Chairman by email: anreitman@verizon.net or cell phone: 703.582.7663.

Thank you, The Friends Nomination Committee
Annabelle Reitman Babs Waters Rebecca Hughes