

Board Member: Vice-President

Friends of Strathcona County Library

The Friends of Strathcona County Library Society (FSCL) was formally established in 1993, and has since raised over \$500,000 for the Strathcona County Library through fundraising, casinos, raffles, 50/50s and grant applications. FSCL exists to support the Strathcona County Library by promoting its services to the community, advocating on its behalf and raising additional funds for specific library needs, such as collections, programs and equipment.

Vision Statement: All residents of Strathcona County will have the opportunity to contribute to the continued development of the Strathcona County Library as an integral part of the community, enhancing the lives and well-being of everyone.

FSCL is seeking a dedicated and skilled individual to join our Board as Vice-President for a two-year term, with the expectation to assume the role of President in the following term. Our organization is committed to supporting and enhancing the Strathcona County Library by promoting literacy, learning and community connections. As the Vice-President, you will play a vital role in helping us achieve our mission.

Role and Responsibilities

The Vice-President performs the duties of the President in their absence and assists the President in the performance of their duties, which include:

- Act as chief executive officer and preside at all meetings of the Board and its Executive Committee.
- Hold regular meetings of the Board to discuss organization and work plans.
- Liaise on a regular basis with the designated Library Liaison and Librarian to determine priorities, needs and information to develop an annual workplan.
- Establish and maintain liaison with other community organizations.
- Ensure optimal consultation and communication among the different parts of the organization and encourage participation of all members.
- Ensure effective implementation of committee structure supporting Coordinator positions.
- Report annually to the Strathcona County Library Board/executive.

Additional Responsibilities

- May also be assigned responsibility for special projects or undertakings.

Qualifications and Skills

- Strong leadership and organizational skills.
- Excellent communication and interpersonal abilities.
- Ability to establish and maintain positive relationships with community organizations.
- Demonstrated experience in project management and committee work.
- Commitment to the goals and vision of the Friends of Strathcona County Library.

Application Process

Please submit your resume and cover letter to the Friends of Strathcona County Library Board by email to info@friendsscl.ca. This job posting will remain open until a suitable candidate is found. FSCL is eager to fill this role quickly and will be screening applications as they are received. Selected candidates will be contacted for an interview.