

# CHARLOTTE HOBBS MEMORIAL LIBRARY

## Volunteers and Friends Policy

### PURPOSE

The mission of the Charlotte Hobbs Memorial Library (CHML) is to bring people, information and ideas together to inspire lifelong learning, advance knowledge and strengthen our community. In service of this mission, this Policy encourages individuals and groups to volunteer their time, efforts and resources in the service of the CHML.

### DEFINITIONS

**Volunteers** – Individuals who, without compensation, assist the CHML staff in any manner regarding the operations or maintenance of the Library.

**Friends** – The library Friends group is a membership organization of people united to plan and execute, in conjunction with the CHML's goals and the needs, programs and events to benefit the library.

**Board** – The Board of Trustees of the CHML.

**Director** – The Library Director of the CHML chosen by the Board as Library Director, or Acting Library Director if the position of Library Director is vacant.

### POLICY

1. In appreciation of volunteer services, the CHML acknowledges the need to organize and oversee volunteer activities, and will provide for appropriate recognition befitting the benefit to the CHML and the communities it serves.
2. Friends may assist in fund-raising for the library and organize or assist in events and activities that support the CHML finances and operations. The Friends group supports the CHML accountable to the Board, which is the only body with legal authority to set policy for the development of the CHML.
3. Volunteers.
  - a. The Director will supervise the CHML Volunteers, including the number of Volunteers, tasks to be performed, and the time(s) for Volunteers to work.
  - b. Volunteers serve at the discretion of the Director, who may not discriminate among individuals based on race, religion, gender, sexual orientation or any other protected classification.

**Adoption:** This policy was adopted on April 21, 2021