



**Friends of Oakville Public Library (FOL)** is a dedicated group made up of 8-10 community volunteers who are passionate about the Oakville Public Library's (OPL) role as a community hub and its importance in creating a welcoming and inclusive community. FOL volunteers actively support the library's mission by organizing book sales, and other fundraising activities. These efforts contribute significantly to the enrichment of library programs and services, while also fostering strong partnerships with our local community organizations.

### **Committee Chair (volunteer)**

The Committee Chair leads the Friends of the Library committee and its area leaders by providing oversight, coordination, and encouragement in the fulfilment of FOL activities to achieve the FOL goals and objectives. As the designated liaison to OPL, the Committee Chair is supported and collaborates closely on all matters related to leading the committee, promotion, events, and various FOL initiatives by the Manager, Community Development & Engagement (or an assigned representative).

### **Responsibilities:**

- Establishes the monthly meeting schedule and chairs the meeting, whether conducted virtually or in-person.
- Collaborates with the secretary to set the agenda for all scheduled meetings, preparing and distributing meeting minutes and agendas incorporating input from the committee and OPL Management.
- Provides guidance and support to committee leads to ensure the successful planning and execution of fundraising activities.
- Takes an active leadership role in recruiting committee members, including the Chair, and identifying suitable committee leads.
- Offers support to the Book Sale Lead, Communications Lead, and Sorting Room Lead within the committee.
- Collaborates closely with the Book Sale Lead to plan and run book sales, volunteers, and other pop-up fundraising activities.
- Compiles reports on fundraising results and offers recommendations to the Manager, Community Development & Engagement for consideration.
- Contributes content for promotion in the OPL Newsletter and Social Media platforms.
- Represents FOL within the community and with OPL staff.
- May assume additional responsibilities as needed, based on individual capabilities and capacity.

**Volunteer Expectations:**

- Uphold and actively support the FOL mission.
- Represent FOL in the Oakville community with professionalism and a positive attitude.
- Adhere to OPL Volunteer Code of Conduct and Safety guidelines.
- Exhibit enthusiasm and a willingness to lead a dedicated volunteer committee, contribute to event planning and coordination, communications/marketing efforts, and community engagement.
- Demonstrate effective communication skills in both written and spoken English.
- Possess a general knowledge of books and literature, coupled with a love for libraries.
- Proficiency in computer and technology skills is highly valued.
- Familiarity with email marketing systems and volunteer scheduling databases (e.g., Better Impact) is beneficial; however, training will be provided.
- Showcase a deep passion for the Oakville community, ideally with a background of living or working in Oakville.
- Previous experience in leading volunteer committees, fundraising, or community leadership is an advantageous asset.
- Be physically capable of lifting heavy boxes (books), performing repetitive movements, and standing for extended periods.

**Time Commitment:** 15 hours per month, plus event participation as required with a two-year term. Visit: [www.opl.ca/friends](http://www.opl.ca/friends)

**How to apply:** Send your resume and cover letter to [fol@oakville.ca](mailto:fol@oakville.ca). Attn: Marcus Logan, Manger, Community Development & Engagement. Please use "Committee Chair application" in the subject line.

**Deadline:** Open

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# Friends of

## Oakville Public Library

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### **Book Sale Lead**

The Book Sale Lead plays a crucial role in overseeing the meticulous execution of all facets of the Friends of the Library Book Sales. The Book Sale Lead receives support from the FOL Committee to ensure the book sales adhere to a comprehensive plan and timeline, as well as from OPL's Manager of Community Development & Engagement (or their designated representative) with promotion, technology, and location logistics. The Book Sale Lead helps in the creation of promotional materials, volunteer recruitment and orientation, assistance with the setup and tear-down of the sale, and active participation in other fundraising activities organized by FOL.

### **Responsibilities:**

- Actively participates in all monthly FOL Committee meetings, whether conducted virtually or in person.
- Assumes the leadership role in FOL fundraising activities, including book sales, pop-ups, and book donation events.
- Leads and guides a team of volunteers, with valuable support from the Chair and the committee. This includes creating volunteer schedules and providing orientations for book sales.
- Provides support to all Shift Leaders during book sales.
- Collaborates with the Chair and FOL Committee to compile reports on fundraising results, along with valuable recommendations, to OPL.
- Proactively seeks methods to enhance the efficiency and success of book sales, offering recommendations and updating work plans for fundraising initiatives, thus contributing to the planning of future events.

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