

Victoria Tool Library Board of Directors Roles - Summary

October 16, 2018

President

- Oversees the general operation of the tool library.
- Responsible for general outreach and communications in collaboration with other board members, for example media interviews.
- Calls board meetings and prepares agendas.
- Could be combined with one of the specialized member-at-large roles below

Vice-President

- Steps in for the President if they are unable to complete their duties or President requires support.
- General tool library management
- Could be combined with one of the specialized member-at-large roles below

Treasurer

- General financial management of the tool library.

Secretary

- Takes minutes at board meetings and the AGM. Circulates or posts as needed.
- Takes custody of all records and documents of the society except those required to be kept by the Treasurer.
- Files Annual Report and other documents as required under the Societies Act
- This role could be combined with any of the specialized member-at-large duties below.

Member-at-Large - Tool Coordinator

- Oversees the management of the tool inventory
- Works with volunteers to identify gaps in the current tool inventory and finds ways to fill these gaps.
- Works with volunteers to handle the general maintenance, repair and recycling of tools in the library.

Member-at-Large - Volunteer Coordinator

- Oversees keyholder and volunteer shifts through Sign-up Genius. Essentially this person ensures that there is someone scheduled to open and close the library every Tuesday and Saturday.
- Processes the intake of new volunteers and coordinates with other board members to deliver training (you don't have to train volunteers yourself, just ensure they are connected with someone who will train them).
- Leads the recruitment of new volunteers as needed, in collaboration with the rest of the board.

Member-at-Large - Outreach Coordinator

- Identify opportunities to expand tool library membership. This might be through outreach events like tables set up at the Esquimalt Farmer's Market or Seedy Saturday, community talks, workshops, leaflets - lots of possibilities to choose from!
- Ensures we have lots of outreach materials available, including leaflets and merchandise.

Member-at-Large - Communications Coordinator

- Respond to enquiries from the public in our shared VicTL email and Facebook page.
- Prepare a wide variety of communications materials as needed, from news releases to social media posts to web content. This person may work with specialized volunteers who manage our social media accounts, website, or volunteer their graphic design skills.

Member-at-Large - Workshop Coordinator

- Responsible for organizing, facilitating, and potentially running workshops through VicTL.

Member-at-Large

- Be an enthusiastic member of our board, able to fill shifts and pitch in wherever we need extra help!