



Victoria Tool Library Board of Directors Roles

September 9, 2017

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, public talks, and social media posts.
- Calls board meetings and prepares agendas.

Vice-president

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

Treasurer

- General financial management of the tool library.

Secretary

- Takes minutes at board meetings and the AGM.
- Takes custody of all records and documents of the society except those required to be kept by the Treasurer.
- This role could be combined with any of the specialized member-at-large duties below.

Member-at-Large - Inventory manager

- Oversees the management of the tool inventory, including processing new donations and creating entries for new tools in the database.

Member-at-Large - Volunteers and Scheduling

- 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).
- Oversees recruitment of new volunteers as needed.

Member-at-Large - Tool Flow

- Works closely with the Inventory Manager to identify gaps in the current tool inventory and finds ways to fill these gaps.
- Identify priority purchases for new and used tools, and seek out donations of tools we need from the community.
- Work with volunteers to handle the general maintenance, repair and recycling of tools in the library.

Member-at-Large - Member Management

- 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!
- General management of membership data within MyTurn database (possibly in collaboration with the Secretary).

Member-at-Large - Fundraising

- Manage our calendar of grants and draft proposals throughout the year as appropriate.
- Organize fundraising events and/or crowdfunding to help us support new tool acquisition and keep the lights on!

Member-at-Large

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