



## Teen Advisory Board (TAB) Leadership Responsibilities

### President

- 1) Ensure that TAB meetings & activities are in compliance with and further the TAB mission as stated in the TAB By-laws.
- 2) Manage and develop TAB's members & volunteers while on duty, ensuring that they follow the TAB Code of Conduct during TAB meetings & events as well as supporting & encouraging their professional and personal development.
- 3) Preside over board meetings and make sure members stay focused on making sure the goals for each meeting are met to the best of their abilities.
- 4) Work with the TAB Library Advisor as a representative of the TAB on such duties as helping to decide upon meeting agendas, determining TAB goals, and making decisions.
- 5) Act as a representative of the TAB and the greater teen population to the Library Board as requested and schedule permitting.
- 6) Promote the events, activities, and resources available at the library to the greater community.
- 7) Other duties as assigned by the Library Advisor.

### Vice-President

- 1) Serve as a liaison between the TAB members and the President, working to ensure any TAB member concerns are addressed fairly & swiftly.
- 2) Act as the recruiting officer for new board members, reviewing new applications alongside the Library Advisor and presenting their information to the President and the board.
- 3) Assist the President in his/her duties as necessary, or to assume them when the President is unable to attend.
- 4) Promote the events, activities, and resources available at the library to the greater community.
- 5) Other duties as assigned by the Library Advisor.

### Secretary

- 1) Serve as the record-keeper for the TAB, ensuring that proper and up to date records of TAB and TAB related documents are safe and easily accessible. This includes the following:
  - a. Recording the minutes at each meeting, and submitting a copy to the TAB Library Advisor no later than three days after a meeting. Minutes will include members in attendance, what was discussed, the results of any votes or elections, and all other items of import that take place during a meeting.

- b. Maintaining a copy of all TAB related documentation on Google Drive, including agendas; minutes; the current by-laws, code of conduct, TAB application, consent forms, volunteer forms, and Leader Responsibilities; and others to be determined.
- 2) Arrange the volunteer schedule for TAB activities and events as well as serve as a secondary point of contact for unexpected absences alongside the Library Advisor.
- 3) Assist the President in his/her duties as necessary, or to assume them when both the President & Vice-President are unable to attend.
- 4) Promote the events, activities, and resources available at the library to the greater community.
- 5) Other duties as assigned by the Library Advisor.

## **Engagement Manager**

- 1) Manage and maintain the TAB's online presence, including any social media accounts. For example, some of the duties may include:
  - a. Taking pictures at events & activities to post online.
  - b. Drafting posts, including event descriptions.
  - c. Managing any submissions for online posting such as book reviews, artwork, etc.
- 2) Work with and assist the Library Advisor in regards to any necessary promotions for TAB related events and activities, including flyers, press releases, and write-ups.
- 3) Report to the TAB as to the success or failure of any TAB events or activities in regards to attendance and enjoyment of the event, and if possible to determine which elements made each a success or failure. If the Engagement Manager is unable to attend the event or activity in question, they are responsible for either collecting that information at a later date from the Library Advisor or a temporary substitute.
- 4) Keep record of TAB events and activities on Google Drive and how well they did in order to better plan for future events. This includes being up to date with at least the prior year's events in order to be able to make suggestions for future ones.
- 5) Assist the President in his/her duties as necessary, or to assume them when both the President, Vice-President, and Secretary are unable to attend.
- 6) Promote the events, activities, and resources available at the library to the greater community.
- 7) Other duties as assigned by the Library Advisor.

**If the Library Advisor has any concerns about a leader's fulfillment of their responsibilities or their conduct OR if three or more board members submit a complaint in writing to the Library Advisor due to concern over any leader's fulfillment of their responsibilities or their conduct, the Library Advisor may summarize said complaints and hold a private meeting with the individual in question. If the problem persists, a meeting of the TAB leaders will be held to determine the proper actions to take.**