



Program Support Committee

Revised January 2020

Committee Purpose:

The Program Support Committee shall work under the direction of the Library Director to:

- Provide support and collaboration for proposed ideas for programs,
- Engage with our community to learn and communicate programming wants and needs.

Committee Chair Responsibilities:

Support the Library Director with the following functions:

- Distribute agenda and send meeting reminders to members, meeting times and dates, set by the committee. Library Director or staff designee will lead the meeting
- Provide a list of action items for non-staff committee members and follow-up as needed
- Take and distribute notes from meeting and prepare Board Report
- Voice ideas submitted by the community and committee members to Director, who will determine which items should move to an agenda
- Submit opportunities for collaboration to the Library Director for review and potential inclusion in the agenda

Member Responsibilities:

- Communicate opportunities for collaboration with other organizations or individuals with the Chair
- Assist with implementation of programs as needed. Possible tasks may include: welcoming attendees, helping with sign-in, setting up and breaking down
- Help promote programs offered to the community
- May recruit new members

Scope:

Level: Collaboration and Support