

# Canterbury Area Toy Library Committee

The Committee generally meets nine times a year (including the AGM) and members provide other assistance as required by their roles throughout the year.

COMMITTEE ROLES	KEY RESPONSIBILITIES
<b>PRESIDENT</b>	<ul style="list-style-type: none"> <li>Overall oversight of the CATL's activities and processes including liaising with Committee members, co-ordinators, members and external organisations to keep the library running effectively, chairing Committee meetings and participating in functions, fundraising and events.</li> </ul>
<b>VICE PRESIDENT</b>	<ul style="list-style-type: none"> <li>Support the President as required.</li> </ul>
<b>TREASURER</b>	<ul style="list-style-type: none"> <li>Collect weekly income, pay weekly wages and sundry expenses, and keep electronic records.</li> <li>Report to the tax office, submit annual financial audit and budget.</li> </ul>
<b>SECRETARY / PUBLIC OFFICER</b>	<ul style="list-style-type: none"> <li>Drafting and distributing agendas and minutes for Committee meetings.</li> <li>Collecting mail and directing correspondence to the relevant Committee members.</li> </ul>
<b>ROSTER &amp; MEMBERSHIP OFFICER</b>	<ul style="list-style-type: none"> <li>Maintain the CATL email contact list, manage new memberships and renewals (including updating lists, sending welcome emails and noting duty preferences), process resignations, and organise the duty roster (including drafting and displaying and notifying duty shifts, and liaising with the Co-ordinators).</li> </ul>
<b>TOY BUYER</b>	<ul style="list-style-type: none"> <li>Liaise with Co-ordinators and Committee members to determine which toys to purchase.</li> <li>Purchase toys using credit vouchers from toy catalogues, and maximise discounts during toy sales.</li> </ul>
<b>FUNDRAISERS</b>	<ul style="list-style-type: none"> <li>Establish fundraising events for the CATL calendar year.</li> <li>Advise committee on upcoming events and organise all aspects of the events (including marketing, job allocation, paperwork and promotion).</li> <li>Manage and coordinate all fundraising comm. Members and ensure all tasks are allocated and carried out effectively.</li> </ul>
<b>IT SUPPORT</b>	<ul style="list-style-type: none"> <li>Ensure the smooth running of computer and networking equipment used for the CATL database.</li> <li>Purchase necessary IT equipment and supplies.</li> <li>Co-ordinate the resolution of software issues with software vendors.</li> </ul>
<b>GRANTS APPLICATIONS</b>	<ul style="list-style-type: none"> <li>Research, advise and liaise with the Committee on possible grants applications.</li> <li>Prepare &amp; submit grants applications, and follow-up as required.</li> </ul>
<b>NEWSLETTERS</b>	<ul style="list-style-type: none"> <li>Prepare newsletter prior to each term with submissions from committee members, prepare for electronic distribution.</li> </ul>
<b>WEBSITE</b>	<ul style="list-style-type: none"> <li>Maintain basic information and roster/newsletter on website (update once a term).</li> <li>Hosting and Domain name renewal every 2 years.</li> </ul>
<b>STOCKTAKE</b>	<ul style="list-style-type: none"> <li>Manage the annual stocktake for the library (including organising staffing and rostering of members, purchasing supplies such as bags, pens, labels etc).</li> <li>Enter all stock information on the computer after the stocktake.</li> <li>Organise all toys into categories and then record every toy.</li> <li>Produce all reports and analyse all toy categories to see where new toys need to be purchased or removed from stock.</li> </ul>
<b>CO-ORDINATORS</b>	<ul style="list-style-type: none"> <li><i>While the two paid Co-ordinators for the Toy Library generally attend most Committee meetings, they do so in an advisory capacity and are not actual members of the Committee.</i></li> </ul>