

Duties of the TBQ Guild DVD Librarian Chair

The DVD Librarian:

- brings the containers of DVDs to the monthly general meetings so that the DVDs are available to members for check out
- sets up and mans the DVD table during guild meetings
- provides a check out for the DVDs, making sure the information (names, dates, titles) is accurate
- calls any member who has had a DVD for over a month to remind her to return it at the next guild meeting
- provides the President with an Activity Report in June reporting the totals of DVDs checked out and returned during the year

NOTES

1. The Chair should keep a record of income and expenses for the year-end report to the President.