

# LOCALS READ ANNUAL HOLIDAY BOOK DRIVE INFORMATIVE DOCUMENT 2016

This year’s first annual book drive will last from November 25 until the decided date of distribution. I, Basil E. Bacorn, will serve as the President of the Core of the Book Drive and hope it is a success. We, the Drive Volunteers, will accept book and distribution location requests at <http://www.basilebacorn.com/annual-holiday-book-drive>.

Meetings of the Core will be held during the dates and times decided upon when positions are filled.

Core Positions and their duties listed in order of authority, excluding the heads of which are all equal in authority. This table also includes the qualities that will be looked for during selection of positions.

Core Position	Duties	Preferred Qualifications
President (Basil E. Bacorn)	<ul style="list-style-type: none"> <li>• Selects other core positions</li> <li>• Heads Book Drive</li> <li>• Approves budget</li> <li>• Adjourns meetings</li> <li>• Admin of Facebook page</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Intelligent</li> <li>• Well-Spoken</li> </ul>
Vice-President	<ul style="list-style-type: none"> <li>• Next in power</li> <li>• Assists President</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Intelligent</li> <li>• Well-Spoken</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Assesses budget and funding</li> <li>• Keeps track of moneys</li> <li>• Pens budget drafts</li> </ul>	<ul style="list-style-type: none"> <li>• Good with accounting</li> <li>• Good with a budget</li> <li>• Trustworthy</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Records the minutes</li> <li>• Pens Meeting Agenda drafts</li> </ul>	<ul style="list-style-type: none"> <li>• Secretarial Talent</li> </ul>
Head of General Operations	<ul style="list-style-type: none"> <li>• Suggests Meeting dates</li> <li>• Assists other Core Positions</li> <li>• Keeps Volunteer List Up-To-Date</li> <li>• Informs Volunteers of Updates via email, Facebook Page, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Attentive</li> <li>• Multi-tasking</li> </ul>
Head of Collection	<ul style="list-style-type: none"> <li>• Heads collection of books</li> <li>• Tracks book inventory, donations and purchases</li> </ul>	<ul style="list-style-type: none"> <li>• Organized</li> <li>• Attentive</li> </ul>
Head of Distribution	<ul style="list-style-type: none"> <li>• Heads distribution of books</li> <li>• Tracks distribution</li> <li>• Tracks book requests</li> </ul>	<ul style="list-style-type: none"> <li>• Organized</li> <li>• Attentive</li> </ul>
Head of Public Relations	<ul style="list-style-type: none"> <li>• Heads advertising and publicity</li> <li>• Tracks Media coverage</li> </ul>	<ul style="list-style-type: none"> <li>• Good with people</li> <li>• Has media contacts</li> </ul>

	<ul style="list-style-type: none"><li>• Runs Facebook page</li></ul>	<ul style="list-style-type: none"><li>• Ability to use social media is a must</li></ul>
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**Volunteers will be divided into the following flexible Committees:**

- Public Relations – advertising, publicity, media. Tells public about Book Drive
- Collection – collects and tracks books donated and bought
- Distribution – distributes and tracks books and requests for books respectively

**Note that all volunteers will still help with distribution at that time. If funds allow, staff shirts will be purchased for distribution.**

**Volunteers are not required to attend every meeting, however, Core Positions are highly suggested to attend each one scheduled.**

**Any other information not noted here will be attended to when Core Positions are selected and the first Meeting of the Core is held. Once again I hope for a very successful drive.**