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Henrietta Public Library
625 Calkins Road
Rochester, NY 14623

Henrietta Public Library Board of Trustees Volunteer of the Year Committee Charge Statement

Adopted February 2024

Reviewed January 2025

Purpose:

To ensure that the volunteers that generously donate their time and talent to the Henrietta Public Library can be recognized for their achievements and dedication to the organization.

Committee Responsibilities:

- Determine a method by which volunteers are to be selected for the Volunteer of the Year Award.
- Put out a call for nominations to solicit nominations for the Volunteer of the Year Award.
- Ensure that the chosen award recipient's name is added to the plaque.
- Present the award to the recipient at a meeting of the HPL Board.

Structure and Composition:

This is a standing committee of the board of trustees, in conjunction with the HPLFF board. The committee shall meet a minimum of twice a year. Members of either the HPL or HPLFF board may chair the committee.

Committee Members shall include:

- One member of the Henrietta Public Library Board
- One member of the Henrietta Public Library Friends and Foundation Board
- Henrietta Public Library Director

Term:

All members of the committee shall serve one-year terms, which may be renewable.