



585.359.7092  
hplinfo@libraryweb.org

Henrietta Public Library  
625 Calkins Road  
Rochester, NY 14623

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

Approved February 2024

## **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.