



# Teen Advisory Board Expectations & Responsibilities

## Greenwood Public Library

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### Member Responsibilities

- Attend monthly TAB Meetings.
  - Meetings are held on the 1<sup>st</sup> Monday of each month at 5:30 pm in the Teen Room (unless otherwise specified).
  - You must notify Emily (eellis@greenwoodlibrary.us) or Becky (rpreston@greenwoodlibrary.us) if you will be unable to attend. To reach us by phone, call 885-5036. If Emily and Becky are not available, ask to leave a message.
- Turn in one monthly.
- Volunteer for a minimum of 2 hours monthly at the library Voice your opinion on the purchase of library materials.
- Voice your opinion on future library programs and services.
- Follow the TAB Code of Conduct.

### TAB Points

- Members will earn points for fulfilling their TAB responsibilities.
  - During a 6-month session, 15 points must be earned in order to continue serving on the Teen Advisory Board.
- Points are awarded for attending meetings, submitting reviews, and volunteering.
  - Points will be subtracted for unexcused absences at meetings or scheduled volunteer opportunities.
- A minimum of 4 points must be earned by attending meetings.
  - If you have an excused meeting absence, you will not lose a point. You can gain a point by reading the meeting notes and leaving a comment.
    - This can be done online or on paper at the Teen Reference Desk.
  - If you have an unexcused absence, you will lose a point. You can regain that point by reading the meeting notes and leaving a comment.
- A minimum of 4 points must be earned by submitting reviews/other content.
- A minimum of 5 points must be earned by volunteering at the library.
- The remaining 2 points can be earned by submitting extra reviews/content or volunteering additional time at the library (your choice).
- At the end of each 6-month session, TAB members with 15 or more points will be allowed to remain serving.
- The member with the most points at the end of each session earns a prize.