





Organizing a Friends Group: A Basic To-Do List

At any point in this process, please call upon FOTL to conduct a workshop for your group.
By Martha Moore Gill, former FOTL President and current *newsletter* & *Facebook Page* Editor.

1. Create a steering committee.
 - a. Keep size to no more than eight people.
 - b. Appoint a chair (this is not a permanent position).
 - c. Appoint a secretary (this is not a permanent position).
2. Decide on a name for your group.
3. Apply for a tax-identification number.
4. Establish a ByLaws committee.

(see [Tool Kit for Building a Library Friends Group](#) pp.4-5)

 - a. Appoint a chair.
 - b. Compile ByLaws.
 - i. Look at other groups' examples.
 - ii. Do not be exact about such details as dues, meeting times, and other details.
5. Adopt **The Ethical Dozen for Friends of the Library** (see <http://tinyurl.com/FriendsEthicalDozen>)
6. Appoint a nominating committee.
 - a. Committee will create a slate of officers.
 - b. The slate will be voted on at the membership meeting.
7. Schedule a membership meeting.
 - a. Vote to adopt ByLaws.
 - b. Elect officers.
 - c. Collect dues.
8. New president/board chair begins to preside.
 - a. President/board chair will appoint committee chairs.
 - b. President/board chair will meet with board members.
 - i. Discuss long-range plans.
 - ii. Discuss short-term plans.
9. Board files appropriate applications.
 - a. Develop a **Memorandum of Understanding** to be signed by your library and by your Friends' group. (see [Tool Kit for Building a Library Friends Group](#) p.7)
 - b.   Review **What Every Board Member Should Know: A Guidebook for Tennessee Nonprofits** <http://www.tn.gov/assets/entities/attorneygeneral/attachments/nonprofitguidebook.pdf>
 - c. Double check your preparations: **How to Form a Tennessee Nonprofit Corporation** <http://www.nolo.com/legal-encyclopedia/forming-nonprofit-corporation-tennessee-36088.html>
 - d. Find an attorney to help your group *pro bono* complete Form 1023 501(c)(3) for **IRS Tax -Exempt Status for Your Organization** <http://www.irs.gov/pub/irs-pdf/p557.pdf>
 - e. Register your group's charter with the Secretary of State's Division of Business Services <https://sgssos.tn.gov/Login.aspx>; and file application with the Secretary of State's Division of Charitable Solicitations and Gaming.
 - f. See <http://sos.tn.gov/business-services/non-profit-corporations> for detailed guidance.
 - g. Use **A Brief Guide to Government Forms Friends Groups Need to Know** by Dwight Shepherd for review <http://tinyurl.com/BriefGuidetoForms>

