

Position	Music Lending Coordinator
Status	Board-appointed Position
Accountability	The Board of Directors, through the Programs Committee.
Term	Two-year term, ending at the adjournment of the Annual Meeting in even-numbered years.
Appointment Process	Nominated by the Nominating Committee, appointed by the Board of Directors.
Duties	<ol style="list-style-type: none"> 1. Administer the Handbell Music Lending Library, under the direction of the Programs Committee. 2. Serve as the external contact for the library, handling all inquiries and correspondence about the program. 3. Advertise the availability of music for loan from the library. 4. Process requests for use of the library holdings, and make arrangements for delivery and return of the music to and from the borrower. 5. Make arrangements for storage and insurance of the library holdings when they are in the custody of the Guild. 6. Develop and recommend plans for expanding the library holdings. 7. Develop a Guild-sponsored mechanism through which Guild member choirs may lend music to each other. 8. Make recommendations to the Programs Committee for policy and operational improvements to the program. 9. Work with the Chair of the Programs Committee to implement any Board directives concerning the library. 10. Serve as an ex-officio member of the Programs Committee 11. Report to each meeting of the Programs Committee 12. Perform other duties as the Board of Directors may assign from time to time.
Remuneration	The Music Lending Coordinator will serve without remuneration; provided that he/she may be paid reasonable expenses incurred in the performance of his/her duties.