



Board of Trustees Job Description

Mission: Red Jacket Community Library shall provide access to information of interest to all in an atmosphere that encourages reading and learning. The Library will provide citizens with a library and space for community meetings and social activities, compatible with library programs and schedules. This will be done according to policies established by the Library Board of Trustees.

Role of the board of trustees: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Library to support the organization's mission and needs.

Major responsibilities of board:

- Uphold all legalities related to the Library's bylaws
- Lead and advise the organization in accordance with mission
- Adopt and monitor policies and procedures
- Exercise financial stewardship and accountability, including the adoption and oversight of the annual budget
- Select, hire, evaluate and assist with the professional development of the executive director
- Review organizational and programmatic reports
- Promote the organization to the Library's constituencies and the community at-large

Length of term: 5 years, with a maximum of 10 years

Meetings and time commitment:

- The Board of Trustees typically meets once a month, on the second Monday of the month for about an hour at the Library.
- Committees of the board meet an average of once a month, depending upon scope of work.
- Board members are asked to attend a minimum of two special Library events per year.

Expectations of board members:

- To uphold ethical standards while acting in the best interests of the Library and to make recommendations based on his or her experience and vantage point.
- To avoid conflicts of interest and make notice of them when they arise.
- To attend and participate in meetings on a regular basis, and special events as able.
- To participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- To be alert to community concerns that can be addressed by mission, objectives, and programs.
- To help communicate and promote the Library's mission and programs to the community.
- To be familiar with the Library's finances, budget, and financial/resource needs.
- To be familiar with the Library's policies and procedures.