

# RED JACKET COMMUNITY LIBRARY



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## Board of Trustees Job Description

**Mission:** To inspire learning and creativity by providing access to materials, resources, programs, and services in a safe and welcoming environment.

**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 the Board:

- Uphold all legalities related to the Library's bylaws
- Lead and advise the organization in accordance with its 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

### Expectations of Board Members:

- To uphold ethical standards while acting in the best interests of the Library and to make recommendations based on their 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 at least one 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 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 advocate on behalf of the Library with various government agencies when needed.
- To be familiar with the Library's policies and procedures.

### Meetings and Time Commitment:

- The Board of Trustees meets once a month, on the fourth Wednesday of the month, at 6:30 p.m. for approximately 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.
- Trustees are expected to come to Board meetings prepared and informed. Necessary documents are available before meetings for review.

**Length of Term:** 5 years with a maximum of 10 years