

## South Fayette Township Library Library Board Position Description

### **Mission:**

The mission of the South Fayette Township Library is to serve as a civic, social, cultural, and educational center promoting lifelong learning.

The Library Board is responsible for promoting the mission of the library, representing and advocating for the library throughout the community. Additionally, the Library Board is tasked with directing the funds and policies of South Fayette Township Library, and overseeing general management of the library. Opportunities exist to serve in the capacity of an officer on the Library Board or as a member of a committee.

Members of the Board serve three year terms, and are permitted to serve a maximum of two terms. Board members attend a monthly meeting (second Tuesday of the month at 7:00 p.m.) and are expected to periodically attend Bridgeville Public Library Board Meetings in relation to the libraries' current contract for management. To be eligible for consideration the applicant must be an adult resident of South Fayette Township. A Board Member appointed to fill a portion of an unexpired term may serve the remainder of that term plus two (2) consecutive terms as long as the total of the terms does not exceed 96 months."

### **Time expectations:**

- Attend regularly scheduled monthly board meetings according to the bylaws. Periodically attend board meetings at the Bridgeville Public Library in relations to contract management.
- Participate in ad hoc special committees.
- Attend scheduled board retreats, planning meetings, workshops, or other board development activities.
- Attend, support, and participate in special library events.

### **Legal, Fiduciary and Strategic Planning:**

Review revenues and expenses on a quarterly basis to ensure the mission of the organization is being upheld.

Participate in strategic planning, establish policy and set short and long term goals and assure that strategic priorities are reflected in the budget.

Set procedures and policies to ensure that the Library is in compliance with applicable laws.

Faithfully read and understand the organization's financial statements; approve annual budget, audit reports, and material business decisions.

Reviewing outcomes and metrics created by evaluating its impact, and regularly measuring its performance and effectiveness.

Ensure that all board resolutions are implemented.

### **Fundraising/Advocate/Ambassador**

Serve as an active advocate and ambassador to the public and private sector and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission.

Be willing to make introductions to new networks, leverage connections and resources to corporate sponsors, foundations, donors and organization.

Each board member will personally support the Library within his/her means on an annual basis as a sign of commitment to the mission of the Library and its strategic priorities and fundraising goals.

Attend scheduled board retreats, planning meetings, workshops, or other board development activities; attend, support, and participate in special library events.

### **Administrative/Performance**

Attend regularly scheduled board meetings according to the library's bylaws.

Identify and assist in the recruitment of new board members who will help the organization achieve its goals.

President of the Board is responsible for the day-to-day supervision of the Library Director, in consultation with the Executive Committee. When preparing the annual performance evaluation of the Library Director, input is welcome from all Board members.

Collaborate with Library Director to develop and implement strategic plan.

Be willing to serve on ad hoc committees or task forces and take on special assignments.

Ensuring the Library's commitment to a diverse board and staff that reflects the communities served.

Periodically evaluate and assess the performance of the Board.

**Title:** Member

**Reports to:** Board President

**Term:** \_\_\_\_ years, beginning \_\_\_\_\_ and ending \_\_\_\_\_.