

Wood Library

Board of Trustees Job Description

Mission: Wood Library's mission is to provide exceptional public library service in a comfortable and safe environment where people can satisfy their curiosity, stimulate their imaginations, and connect to the local community and to the world.

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

Major responsibilities of board:

- Uphold all legalities related to Wood Library 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 executive director
- Review organizational and programmatic reports
- Promote the organization to Wood Library's constituencies and the community at-large
- Assist with development and the formation of strategic partnerships

Length of term: 3 years, with a maximum of 9 years

Meetings and time commitment:

- The board of trustees typically meets once a month, on the fourth Monday of the month for about an hour at Wood Library. Board retreats are held at least annually.
- 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 events per year.

Expectations of board members:

- To uphold ethical standards while acting in the best interests of Wood 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 Wood Library's mission and programs to the community.
- To be familiar with Wood Library's finances, budget, and financial/resource needs.
- To be familiar with Wood Library's policies and procedures.
- To financially support and promote Wood Library in a manner commensurate with one's ability.