



## Elizabethtown Public Library Board of Trustees Roles & Responsibilities

|                 |  |   |
|-----------------|--|---|
| Title:          | Board Member   | Document Revision Date: 8 February 2019 |
| Category:       | Volunteer  |   |
| Responsible to: | Officers of the Board, formal correspondence is addressed to Board Chair                 |   |
| Participation:  | A minimum of 7 scheduled meetings per year, plus specially called and committee meetings |   |
| Term:           | 3 Year with renewal  |   |
| Positions:      | Chair/CVO (Chief Voluntary Officer):   | Jeff Winterborne                        |
|                 | Vice-Chair:  | Marian Fetter                           |
|                 | Secretary/Treasurer:   | Mike Hench                              |
|                 | At Large:  | Dave Krufft                             |
|                 | At Large:  | Derek Lehman                            |
|                 | At Large:  | ShaunJude McCoach                       |
|                 | At Large:  | Brett Thackara                          |
|                 | At Large:  | Susan Zeager                            |
|                 | (discretionary/noncompulsory) At Large:  |   |

### **Purpose**

To protect and advance the mission of Elizabethtown Public Library through effective governance; and to recruit, hire, and support the chief executive.

### **Essential Responsibilities, Board Members at Large:**

- Ensures sound stewardship of Library resources in accordance with current policies
- Institutes policies for the administration of the program and services in accordance with the mission of Elizabethtown Public Library
- Ensures effective organizational planning
- Ensures adequate financial resources to fulfill the mission of the Library
- Employs and supports the chief executive
- Enhances the Library's public image
- Ensures legal and ethical integrity

### **Essential Duties, Board Members at Large:**

- Has a practical commitment to the mission and vision of the Library
- Actively participates in board meetings, committees, and events
- Makes Elizabethtown Public Library a priority in philanthropy decisions and discussions
- Is informed about programs, policies, and services of the Library
- Engages the community in support of the Library
- Represents the Library at community events, organizations, and with private individuals

Elizabethtown Public Library is *Making Dreams Come True:*

Educating, empowering, enriching the Greater Elizabethtown Area by stimulating learning, literacy and the acquisition of knowledge through the provision of educational, informational and recreational books, resources and programs.

## **Qualifications**

The board of trustees is made up of persons who are passionate about Elizabethtown Public Library's mission and who have a proven track record of sound leadership. Members of the board are people of vision, integrity, and collegiality. Selected board members will have achieved leadership stature in business, government, philanthropy and the community benefit sector. Member skills and proven experience will include short and long-term planning, forecasting, philanthropy, community relations, cultivating relationships, financial savvy, and skills relevant to the current activities of the strategic plan.

## **Remuneration**

Service on the Library's Board of Trustees is without remuneration. In rare circumstances when travel, accommodation, or uncommon expenditures in relation to Board Members' duties are incurred, reimbursement will be provided in accordance with the board's determination.

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