

Friends of the Whitehall Library Board Member Position Description

Position Title:	Member, Board of Directors
Term:	Three years with no term limit.
Election:	Elected by the Membership at the Annual Meeting or by majority vote at any meeting of the Board.
Resignation:	In writing to the Board President
Purpose:	To act as a voting member of the Board with full authority and responsibility to develop policies for the operation of the organization and to provide resources to fulfill the organization's mission.

The Full Boards Duties and Responsibilities:

- ✓ To develop and review the organization's mission and mission statement.
- ✓ To safeguard the not-for-profit status of the organization.
- ✓ To fulfill the powers delegated to the Board as delineated in the By-Laws
- ✓ To establish and implement systems to effectively plan for the future of the organization.

Individual Board Member's Duties and Responsibilities:

- ✓ To be knowledgeable about the Whitehall Public Library and remain up-to-date with current issues and trends impacting public libraries and the community.
- ✓ To attend regular and special Board meetings, committee meetings, and other activities including special events.
- ✓ To come to Board meetings well prepared and well informed about issues on the agenda.
- ✓ To contribute to meetings by expressing one's point of view.
- ✓ To help the Board make decisions by considering other points of view and making constructive comments.
- ✓ To actively serve on committees or task groups.
- ✓ To faithfully serve as an ambassador for the Friends organization and for the Library by responsibly representing them to individuals, other organizations, funding sources, and the community.
- ✓ To support the organization through an annual contribution.
- ✓ To assume leadership in the organization's fundraising efforts.
- ✓ To participate in various events sponsored by the Friends, i.e. the Annual Meeting, Community Day, Annual Fund Drive, etc.
- ✓ To assume Board leadership roles as requested whenever possible.
- ✓ To keep the Board President informed about any community concerns, trends and opportunities.