

# FRIENDS OF THE TUALATIN LIBRARY

## BOARD MEMBER JOB DESCRIPTION



### ***The Mission***

The Friends of the Tualatin Public Library is a member-supported nonprofit organization that advocates, fundraises, and provides support for the Tualatin Library.

### ***The Board***

The Board manages the affairs of the Friends between annual meetings, including the disbursement of funds.

The Board consists of four Officers (President, Vice-President, Secretary and Treasurer) plus no less than three or more than seven Members at Large.

### ***Board Member Terms/Participation***

A Director will have a one (1) year term of office and may hold consecutive terms of office.

Meetings of the Friends of the Tualatin Library are held every two months beginning with the annual meeting in January (January-March-May-July-September-November). The Board members are expected to attend a majority of the meetings scheduled, as well as participating in the annual strategic planning session.

### ***Responsibilities***

The Friends of the Tualatin Library has a working Board and as such, Board members are expected to participate in the activities of the group as needed.

Reviewing materials (agenda, financial reports, budgets, etc.) prior to meetings to be fully informed for discussion.

Collaborating with the Board to establish and maintain written operating policies to ensure that the organization's assets are not misapplied or wasted.

Assisting the Board in identifying and recruiting other Board Members.

### ***Qualifications***

The members of the Board, including Officers, shall be members of the Friends in good standing with paid annual dues.

Have personal qualities of integrity, credibility, and passion for supporting the Tualatin Public Library and its community.

*Service on the Friends of the Tualatin Public Library Board is purely voluntary and without compensation. Usual time commitment is 2-4 hours per month.*