

## COMBINED JOB DESCRIPTIONS—OFFICERS AND BOARD OF TRUSTEE MEMBERS

**Job Title:** President, Poudre River Public Library District Board of Trustees  
**Prepared:** 5-2019 FINAL

**Summary:** The president, with the input of the Board of Trustees, establishes policies and long-term goals for the library; oversees the budget process; represents, promotes and advocates for the library in the community, and hires and evaluates the Executive Director.

Library Board **President—Essential Duties and Responsibilities** include the following:

- Attends and presides at all board meetings
- Directs the search and hiring process for the Executive Director, as required
- Prepares meeting agendas with the Executive Director
- With board approval, creates committees and appoints members as necessary
- Communicates as needed with the library executive director and executive assistant to ensure implementation of board-directed vision and policies and a common understanding of all issues affecting the library district
- Represents the library district and its vision, goals, programs, accomplishments and needs to community organizations and at events sponsored in whole or in part by the library district
- Participates in the Executive Director Evaluation Committee meetings, and in the Executive Director’s annual performance and salary review, and documents and communicates any requirements for improvement
- Establishes and maintains, with the assistance of staff, a calendar of meetings and key events for the district and Board of Trustees
- With the Director and other staff, actively seeks partnerships with community organizations, governmental entities, schools and colleges to expand the reach of library services and leverage our resources as appropriate
- Works with the Board of Trustees and staff to develop funding plans and mechanisms for future needs of the district, including capital replacement and expansion, and operations
- Sets the example for trustees and staff by arriving early and prepared for all board meetings, committee meetings, board retreats, staff events and community events.

**Job Title:** Vice-President, Poudre River Public Library District Board of Trustees  
**Prepared:** 5-2019

**Summary:** Works together with the Board President and Board of Trustees to establish policies and long-term goals for the library; oversees the budget process; promotes and advocates for the library in the community and hires and evaluates the Executive Director.

Library Board **Vice - President—Essential Duties and Responsibilities** include the following:

- Presides at all board meetings when president is absent
- Takes on the duties of the President when the President is absent or unable to complete them.

**Job Title:**       **Secretary/Treasurer**, Poudre River Public Library District Board of Trustees

**Prepared:**       5-2019

**Summary:** Works together with the Board President and Board of Trustees to establish policies and long-term goals for the library; oversees the budget process; promotes and advocates for the library in the community and hires and evaluates the Executive Director.

Library Board **Secretary/Treasurer—Essential Duties and Responsibilities** include the following:

- Presides over meetings when the president and vice-president are absent
- Handles all incoming electronic correspondence and distribution
- Reviews and signs off on Board Minutes and records prior to distribution to the board to help ensure their accuracy
- Performs Treasurer duties (signing documents or contracts) as assigned by the Board of Trustees.

**General Trustee Responsibilities:**

- Attends all library board meetings and participates actively, as appropriate:
  - Prepares for monthly board meetings by reading board minutes and other materials delivered prior to the board meeting date
  - Lends expertise and leadership to the board for the good of the library district
- Supports basic library tenets such as: Intellectual Freedom, Freedom to Read, Confidentiality of Patron Records, Library Bill of Rights, and the public's right to information
- Works with the board to establish by-laws which outline library board operating procedures, and takes appropriate action to modify them as required
- With the Board of Trustees, establishes library policies and reviews them annually, updating as needed
- Strives for adequate funding levels for library operations and maintains a clear picture of the library's financial condition
  - With the board, is responsible for final approval of annual library budget
  - With the board, approves requests for funding from outside sources when necessary
  - Regularly reviews financial reports
- Is informed about the services offered by the library and promotes these services to the community by engaging with community, municipal, county, school and business/trade groups
- Engages in on-going strategic planning
- Works with the board to employ a competent Executive Director
- Adheres to Colorado Sunshine Law for open meetings
- Becomes aware of local, state, and federal library laws and issues
- Abides by majority decisions reached by the library board
- Follows the established chain of command, working through the executive director and with the Board of Trustees.
- Reviews significant or costly contracts as appropriate
- Keeps up with current library trends and practices through research including:
  - Reading relevant literature, attending library conferences and webinars, visiting other libraries, and talking to trustees from other libraries

**Knowledge and Abilities:**

- Commitment to provide the best possible library service for the community
- Commitment to inclusiveness in all decision-making processes
- An abiding interest in the library and the community
- Knowledge of the political climate and demographic trends in the community
- Support for local, state, and national library organizations
- Readiness to devote time and effort to the duties of a trustee
- Ability to work with people, lead meetings, and communicate effectively