



Position Description Member: Board of Trustees

The board of trustees of the Exeter Community Library is legally and ethically responsible for all activities of the agency.

Responsibilities of the Board of Trustees

- Determining how the organization carries out its mission through long and short range planning and review.
- Adopting an annual budget and providing fiscal oversight.
- Recruiting, orienting and developing board members.
- Hiring, supporting and evaluating the performance of the executive director.
- Evaluating its performance and the overall performance of the organization in achieving its mission.
- Establishing policies for the effective management of the organization.

Responsibilities of Individual Trustees

- Understanding, believing in, and promoting the organization's mission.
- Being familiar with the organization's programs and operations.
- Being a working member of at least one board committee.
- Participating in fundraising.
- Making an annual gift to the organization commensurate with one's ability.
- Maintain membership in the Friends of the Exeter Community Library organization.
- Advocating on behalf of the organization.
- Helping to educate the community
- Reviewing board meeting materials before the meeting including financial statements
- Reviewing the organizations Form 990 before its submission to the Internal Revenue Service
- Identifying any potential conflicts of interest.
- Read and become familiar with the latest edition of the *Handbook of Public Library Trustees*, published by the Office of Commonwealth Libraries.

Time Demands (approximate)

- Attend and actively participate in at least 75% of board meetings.
- 11 monthly meetings – 1.5 hrs: 2nd Monday of every month except one summer month. 6:30 – 8:00 pm
- Committee work – 1-3 hrs. per month, or as decided by the committee.
- Annual meeting – 1 evening annually
- Attendance at events (time varies).
- Attendance at two continuing education events per year recommended.
- Participate in ½ day orientation for new board members.

Financial and Resource Development Expectations

- Annual gift to organization. Trustees are asked to consider a gift that is “significant according to their circumstances.” A gift is suggested as a minimum goal.
- Sell tickets to organization fundraising events.
- Recruit sponsors if possible.
- Identify and assist in cultivation of potential donors.

Source: ©Standards for Excellence Institute, 2002-2014

PANO suggests including a statement that informs the board of the group or person responsible for ensuring expectations are met. This improves accountability and engagement. Sample statement: is below.

The Governance Committee is responsible for ensuring that expectations are met.