

Job Title: President, Poudre River Public Library District Board of Trustees
Prepared: 2-2019

Summary: Establishes 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 President—Essential Duties and Responsibilities include the following:

- Presides at all board meetings
- Prepares meeting agendas with Executive Director, one week prior to monthly meeting
- With board approval, create committees and appoints members as necessary
- Communicates as necessary with the library executive director and executive assistant
- Represents the library's point of view at meetings and other public forums

Additional Duties and Responsibilities include the following:

- Attends all library board meetings and participates applicably.
 - Prepares for monthly board meetings by reading board minutes and other materials delivered prior to the board meeting date.
 - Serves on committees or as a liaison as assigned by board president.
 - Lends expertise and leadership to the board for the good of the library district
- Establishes clear by-laws which outline library board operating procedures
- Establishes library policies and reviews them on an _____ basis, updating as needed
- Strives for adequate funding levels for library operations and maintains a clear picture of the library's financial condition
 - Responsible for final approval of annual library budget
 - Requests funding from outside sources when necessary
 - Regularly reviews financial reports of current income and expenses
- Becomes informed about the services offered by the library and promotes these services to the community
- Encourages on-going strategic planning
- Employs a competent executive director who is responsible for the daily operation of the library
- Regularly evaluates the performance of the library executive director, taking action when appropriate
- Adheres to Colorado Sunshine Law for open meetings
- 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
- Becomes aware of local, state, and federal library laws and issues, taking action when appropriate
- Abides by majority decisions reached by the library board

- Follows the established chain of command for effecting change, working through the executive director
- Reviews and signs significant or costly contracts if appropriate
- Keeps up with current library trends and practices through:
 - Reading the literature
 - Attending library conferences and webinars
 - Visiting other libraries
 - Talking to trustees from other libraries

Knowledge and Abilities:

- Commitment to provide the best possible library service for the community
- An abiding interest in the library and the community
- Knowledge of the political climate in the community
- Support for local, state, and national library organizations, joining those deemed most appropriate
- Readiness to devote time and effort to the duties of a trustee
- Ability to work with people, lead meetings, and communicate effectively

Job Title: Vice-President, Poudre River Public Library District Board of Trustees
Prepared: 2-2019

Summary: Establishes 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
- Accepts responsibilities as delegated by the board president

Additional Duties and Responsibilities include the following:

- Attends all library board meetings and participates applicably.
 - Prepares for monthly board meetings by reading board minutes and other materials delivered prior to the board meeting date.
 - Serves on committees or as a liaison as assigned by board president.
 - Lends expertise and leadership to the board for the good of the library district
- Establishes clear by-laws which outline library board operating procedures
- Establishes library policies and reviews them on an _____ basis, updating as needed
- Strives for adequate funding levels for library operations and maintains a clear picture of the library's financial condition
 - Responsible for final approval of annual library budget
 - Requests funding from outside sources when necessary
 - Regularly reviews financial reports of current income and expenses
- Becomes informed about the services offered by the library and promotes these services to the community
- Encourages on-going strategic planning
- Employs a competent executive director who is responsible for the daily operation of the library
- Regularly evaluates the performance of the library executive director, taking action when appropriate
- Adheres to Colorado Sunshine Law for open meetings
- 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
- Becomes aware of local, state, and federal library laws and issues, taking action when appropriate
- Abides by majority decisions reached by the library board
- Follows the established chain of command for effecting change, working through the executive director
- Reviews and signs significant or costly contracts if appropriate
- Keeps up with current library trends and practices through:

- Reading the literature
- Attending library conferences and webinars
- Visiting other libraries
- Talking to trustees from other libraries

Knowledge and Abilities:

- Commitment to provide the best possible library service for the community
- An abiding interest in the library and the community
- Knowledge of the political climate in the community
- Support for local, state, and national library organizations, joining those deemed most appropriate
- Readiness to devote time and effort to the duties of a trustee
- Ability to work with people, lead meetings, and communicate effectively

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

Prepared: 2-2019

Summary: Establishes 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

Additional Duties and Responsibilities include the following:

- Attends all library board meetings and participates applicably.
 - Prepares for monthly board meetings by reading board minutes and other materials delivered prior to the board meeting date.
 - Serves on committees or as a liaison as assigned by board president.
 - Lends expertise and leadership to the board for the good of the library district
- Establishes clear by-laws which outline library board operating procedures
- Establishes library policies and reviews them on an _____ basis, updating as needed
- Strives for adequate funding levels for library operations and maintains a clear picture of the library's financial condition
 - Responsible for final approval of annual library budget
 - Requests funding from outside sources when necessary
 - Regularly reviews financial reports of current income and expenses
- Becomes informed about the services offered by the library and promotes these services to the community
- Encourages on-going strategic planning
- Employs a competent executive director who is responsible for the daily operation of the library
- Regularly evaluates the performance of the library executive director, taking action when appropriate
- Adheres to Colorado Sunshine Law for open meetings
- 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
- Becomes aware of local, state, and federal library laws and issues, taking action when appropriate
- Abides by majority decisions reached by the library board
- Follows the established chain of command for effecting change, working through the executive director
- Reviews and signs significant or costly contracts if appropriate

- Keeps up with current library trends and practices through:
 - Reading the literature
 - Attending library conferences and webinars
 - Visiting other libraries
 - Talking to trustees from other libraries

Knowledge and Abilities:

- Commitment to provide the best possible library service for the community
- An abiding interest in the library and the community
- Knowledge of the political climate in the community
- Support for local, state, and national library organizations, joining those deemed most appropriate
- Readiness to devote time and effort to the duties of a trustee
- Ability to work with people, lead meetings, and communicate effectively

Job Title: Member, Poudre River Public Library District Board of Trustees
Prepared: 2-2019

Summary: Establishes 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

Duties and Responsibilities include the following:

- Attends all library board meetings and participates applicably.
 - Prepares for monthly board meetings by reading board minutes and other materials delivered prior to the board meeting date.
 - Serves on committees or as a liaison as assigned by board president.
 - Lends expertise and leadership to the board for the good of the library district
- Establishes clear by-laws which outline library board operating procedures
- Establishes library policies and reviews them on an _____ basis, updating as needed
- Strives for adequate funding levels for library operations and maintains a clear picture of the library's financial condition
 - Responsible for final approval of annual library budget
 - Requests funding from outside sources when necessary
 - Regularly reviews financial reports of current income and expenses
- Becomes informed about the services offered by the library and promotes these services to the community
- Encourages on-going strategic planning
- Employs a competent executive director who is responsible for the daily operation of the library
- Regularly evaluates the performance of the library executive director, taking action when appropriate
- Adheres to Colorado Sunshine Law for open meetings
- 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
- Becomes aware of local, state, and federal library laws and issues, taking action when appropriate
- Abides by majority decisions reached by the library board
- Follows the established chain of command for effecting change, working through the executive director
- Reviews and signs significant or costly contracts if appropriate
- Keeps up with current library trends and practices through:
 - Reading the literature
 - Attending library conferences and webinars
 - Visiting other libraries
 - Talking to trustees from other libraries

Knowledge and Abilities:

- Commitment to provide the best possible library service for the community
- An abiding interest in the library and the community
- Knowledge of the political climate in the community
- Support for local, state, and national library organizations, joining those deemed most appropriate
- Readiness to devote time and effort to the duties of a trustee
- Ability to work with people, lead meetings, and communicate effectively