

# **CARBON COUNTY LIBRARY SYSTEM**

## **Position Description Library Board of Directors**

### **TITLE**

Member, Carbon County Library System Board of Directors

### **REPORTS TO**

Board Chairperson

### **JOB SUMMARY**

This position is a voting member of the Board of Directors. It is the Library Board's purpose to establish the philosophical direction of the Library System and programs which implement that philosophy. The Board is ultimately responsible for sound fiscal management of the System, for equitable personnel management practices within the System, and for all legal and ethical aspects of the System's operation.

### **TERM**

Three years or to fill out an unexpired term

### **EXPECTED MEETING ATTENDANCE**

1. Regularly attends meetings as scheduled.
2. Attends board retreats, in-service workshops and other board development activities.
3. Attends and participates in special events as needed.

### **OBLIGATIONS OF THE BOARD**

1. Follows federal, state and local laws.
2. Maintains and adheres to board bylaws.
3. Establishes and follows board approved policies.
4. Hires/fires/supervises and evaluates the Library Director.
5. Voice concerns, suggestions and opinions of county residents.
6. Approves the annual library budget.
7. Reviews and approves finances monthly.
8. Maintains and updates long-range strategic plans.
9. Speaks to elected officials and community as one voice by expressing decisions with a unified response.

## **SPECIFIC DUTIES**

1. Attends meetings and shows commitment to board activities.
2. Stays informed on issues and agenda items in advance of meetings.
3. Contributes skills, knowledge and experience when appropriate.
4. Listens respectfully to other points of view.
5. Participates in organizational decision-making; supports all decisions of the full board.
6. Assumes leadership roles in all board activities.
7. Represents the Library System to the public and to private business.

Board Approved 3/22/10