



Swarthmore Public Library Board of Trustees Volunteer Job Description

Mission Statement

The Swarthmore Public Library will empower its community to read, meet, discover, and grow.

Collective Responsibilities

As the governing body of the Swarthmore Public Library, the board is collectively responsible for:

- Policy: Identify and adopt written policies to govern the operation of the library;
- Strategic Planning: determine the organization's mission and purpose; approve overarching goals and objectives of all programs; monitor achievements and outcomes against those established goals;
- Financial Accountability: ensure that the organization is properly managed, that financial control systems are in place, and that proper judgment is used in all business and financial transactions;
- Fund Development: approve fund development goals and plans; participate in fundraising activities, especially in regard to identification and cultivation of prospective donors;
- Advocacy: work to advance the public image of the organization;
- Appraising the Executive Director: select, support and conduct an annual performance review of the executive director;
- Maintaining the Board: select, recruit and nurture new board members; develop and review the performance of board members; and assess its meetings and own performance as a board.

Individual Responsibilities

In order to achieve these collective responsibilities, individual board members will be asked to:

- Attend no less than 75% of regular monthly board meetings; (if a board member is absent from three consecutive regular meetings without excuse, that position on the board may be declared vacant by the chairman)
- Prepare for board meetings in advance by reviewing the pre-distributed materials in order to facilitate the board's approval of a consent agenda;
- Serve on at least one standing committee;
- Make introductions to prospective donors;
- Secure their businesses' contribution to the annual campaign (if applicable);
- Attend organizational sponsored events;
- Make a personally significant contribution to the Fund's annual campaign;
- Identify and disclose any potential conflicts of interest;
- Respect the confidentiality of organizational information;
- Assist with special projects as requested by the President or executive director.

Term of Service

3 years (with the option of serving up to two additional 3 year terms, if so desired)

Average Time Commitment

- Trustees = 2 hours per month
- Committee Chairs = 3 hours per month
- Officers = 3 hours per month