

Library Trustee Volunteer Job Description

Updated June 17, 2015

Mission

The Wright Memorial Public Library is a community gathering place that helps fulfill patron needs for information and entertainment materials; meets the learning needs of patrons on topics related to work, school, and personal life; and encourages learning and intellectual growth from the earliest ages. The Library provides high levels of efficient, friendly, personal service and fosters an atmosphere of intellectual liberty in the American tradition of free ideas.

Organization

The Wright Memorial Public Library is organized as a School District Library. The Library's Board of Trustees consists of seven volunteer members who are appointed by the Board of Education of the Oakwood City School District.

Board Term

The Wright Memorial Public Library Board of Trustees are appointed to serve a seven-year term and may be re-appointment for one additional, consecutive term. Board meetings are held monthly, with additional meetings scheduled as required for library governance.

Duties

- Regularly attends board meetings.
- Participates in committees.
- Volunteers for and willingly accepts assignments or special projects. Completes assigned work in a timely and thorough manner.
- Stays informed about Library matters and best practices; prepares for meetings and reviews minutes or reports.
- Gets to know other board members and builds a collegial working relationship that contributes to consensus.

Qualifications

The Nominating Committee of the Board of Trustees shall recommend to the full Board candidates to fill a vacant trustee position. After review, the Board shall by resolution select a candidate for each vacant position and request that the Board of Education of the Oakwood School District appoint that candidate as a trustee.

Ideal candidates will have the following qualifications:

- Extensive professional experience with leadership accomplishments in business, marketing, finance, philanthropy, government, or the nonprofit sector.
- A commitment to attending scheduled meetings and completing special projects for the Board.
- People skills, including a natural affinity for developing relationships and building consensus among individuals.
- Personal qualities of integrity, credibility, and a passion for supporting the mission of the Wright Memorial Public Library.