



Wright Memorial

Public Library

FOUNDATION

Volunteer Board Member Job Description

Mission

Founded in 1997, the Wright Memorial Public Library Foundation was formed to operate exclusively for the purpose of advancing the goals, objectives, and priorities of the Wright Memorial Public Library, as established by the Board of Trustees of the Library.

Duties

- Regularly attends board meetings and important related meetings.
- Volunteers for and willingly accepts assignments or special projects and completes them thoroughly and on time. Participates in committees as needed.
- Stays informed about foundation matters, prepares for meetings, and reviews minutes or reports.
- Gets to know other board members and builds a collegial working relationship that contributes to consensus.
- Is an active participant in ongoing evaluation and planning efforts, including review of funding requests.
- Participates in and contributes to fundraising campaigns for the Foundation.

Board Term

The Wright Memorial Public Library Foundation Board Members will serve a three-year term to be eligible for re-appointment for one additional term. Board meetings are held monthly, with additional meetings as needed for special projects and community events.

Qualifications

The Wright Memorial Public Library Foundation will select Board Members who have achieved leadership stature and will provide committed leadership in support of the Wright Memorial Public Library's mission.

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 volunteering for special projects (fundraising, community events, etc.) of the Wright Memorial Public Library Foundation.
- 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.

The Wright Memorial Public Library (<https://wrightlibrary.org/foundation>) is tax exempt organization, operating as a component fund of *The Dayton Foundation*. The Wright Memorial Public Library Foundation raises funds for the Wright Memorial Public Library, holding, investing, and expending those funds for the exclusive benefit of the Library.