

**The Media-Upper Providence Free Library
Trustee Job Description**

Title:	Member, Board of Trustees
Reports To:	The Board President
Purpose:	To serve as a voting member of the Board. The Board assumes overall responsibility for the affairs of the library. It adopts policies to ensure the effective management of the library. The Board's role is one of strategic leadership in defining and overseeing the implementation of its mission and long-range plan.
Mission:	The mission of the Media-Upper Providence Free Library is to provide informational, educational, recreational and cultural resources to meet the needs of Media and Upper Providence residents and the greater community.
Eligibility	To be eligible for election to the Board of Trustees a person must be a stakeholder of either Media Borough or Upper Providence Township. A stakeholder is defined as a person who is a resident, property owner, business owner/senior management of either Media Borough or Upper Providence Township.
Qualifications:	<ul style="list-style-type: none"> • Demonstrated interest in the library. • Enthusiasm and the ability to work independently. • Knowledge, experience and/or skills required by the Board for effective service. • Willingness and time to participate in Board functions and to represent the library in the community.
Terms:	Terms are 3 years in length. Term year begins July 1. Board Members may be elected to a second 3-year term upon recommendation of the Board. Member must be off the Board for one year before additional board membership is possible.
Time/Commitment:	<ul style="list-style-type: none"> • The board of directors meets September through June on the fourth Monday of the month, 7:00 p.m., (location to be determined). Meetings typically last 2 hours. • Committees of the board meet an average of four times per year, pending their respective work agenda. • Board Members may be asked to attend several events or meetings per year, as they are determined. • Estimated service time per month is 9-12 hours.
Expected Meeting Attendance:	Board Members shall attend at least 70% of monthly board meetings as scheduled, serve on one or more standing committees, and regularly attend committee meetings. If more than 3 board meetings are missed member will be subject to review by the Officers and possibly terminated. Members shall participate as an ad hoc committee member if appointed by the President. Members shall attend other Board development activities and actively participate in fund drives, capital campaigns and other fund-raising activities.
Major Responsibilities:	<ul style="list-style-type: none"> • To ensure that the library has adequate funding and that funds are spent responsibly. • To establish and maintain, in cooperation with the Director, policies and procedures concerning personnel and library operations. • To assist the Director in formulating the budget and monitoring its progress. • To serve as liaison between the library and the public and to promote

	<p>community library awareness.</p> <ul style="list-style-type: none"> • To ensure that the library is meeting the needs of the community by reviewing the Long Range Plan on an annual basis. • To adopt policies to ensure that the library is being operated in an effective, legal and ethical manner. • To make an annual financial contribution to the library at a level that is personally meaningful. • To select, supervise, evaluate and support the Director of the library. The Director must be evaluated annually.
<p>Specific Duties and Expectations:</p>	<ul style="list-style-type: none"> • To educate oneself about the work of the library. • To be well informed on issues, agenda items and background materials in advance of meetings. • To work closely and cooperatively with other board members. • To listen respectfully to differing points of view and participate in decision-making. • To contribute insight, skill, and knowledge when appropriate. • To elect officers and assess board performance. • To recruit and orient new members. • To be well informed about library business by reading minutes of board meetings, financial statements and other relevant materials.