



Murphys Volunteer Library Board of Directors

MEMBER POSITION DESCRIPTION

Our mission is to provide the resources to enhance the overall library experience in the Murphys, CA area.

Title: Member, Board of Directors
Reports to: Board President
Purpose: To serve the governing board as an active voting member, serving on committees to secure needed resources, assure proper management of financial and other assets, set policy, oversee effective organizational planning, and maintain accountability.

General Obligations of the Board Members

- Know MVL's mission, purpose, goals, programs, services, strengths and needs
- Review, approve and assure compliance with policies that guide the legal and ethical integrity and effective operation of MVL
- Arrange for facility maintenance and repair

Meetings and Internal Communications

- Be well informed and prepared for meetings
- Regularly attend scheduled board meetings, as per MVL attendance policy*
- Actively participate at board meetings, asking timely, substantive questions while supporting the majority decision
- Attend and actively participate in committee meetings
- Utilize Internet communications to stay connected with other Board members
- Participate in board planning sessions and board development workshops
- Attend and participate in special events

Relationship with Calaveras Central Library, MVL Branch Assistant and the volunteer staff

- Maintain a cooperative working relationship with the Calaveras County Library system
- Serve in a support role for the MVL Branch Assistant and volunteer staff. (Board members are not to assign added tasks but may assist in recruiting volunteers.)

Avoiding Conflict

- Serve MVL as a whole, rather than special interest groups
- Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the Board President in a timely fashion
- Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate
- Never accept or offer favors or gifts from or to anyone who does business with MVL

Fundraising

- Participate in MVL fundraising events to support MVL's operations
- Assist Donor/Development Committee by reaching out to others in the community to contribute to MVL funds

Fiduciary Responsibility

- Faithfully read and understand MVL's financial statements and otherwise help the board fulfill its fiduciary responsibility

General Expectations

- Follow trends in MVL's field of interest and be aware of the needs of those served by MVL
- Contribute skills, knowledge, expertise, when appropriate
- Assume leadership roles in board activities
- Represent MVL to the public, businesses and the community in the Murphys area

* A copy of the MVL Bylaws is available upon request.

Approved September 20, 2011