

## **Westchester Library System (WLS) Board of Trustee Job Description**

### **Collectively, the WLS Board of trustees should represent:**

- A passion for libraries and their growth as seen by strategic thinking and desire to work on progressing the WLS vision and best practices
- A diversity and balance of interests, age, race, gender, orientation, and socioeconomic levels
- A variety of occupational and personal backgrounds

### **Legal Responsibilities**

- Select and hire the Executive Director
- Develop and adhere to WLS Board approved policies and bylaws
- Take and carry out the oath of office
- Maintain open records and hold open meetings

### **Fiduciary Responsibilities**

- Obey federal, state, county and local laws as they relate to public library systems
- Approve a budget that allows for allocation of funds and expenditures to support system activities and manage all system assets wisely
- Recognize that the system's best interests must prevail over a member library's or individual's interests
- Attend board meetings regularly, participate actively, and ensure adequate record keeping, documentation and transparency

### **Examples of Duties**

- Support and maintain a strategy that serves WLS and its member libraries
- Develop a plan of service which adheres to the WLS strategy/vision and meshes with the Director's goals to implement this strategy
- Adopt an annual budget which will support the goals and objectives established
- Work actively for member library and official support of the budget
- Review monthly financial statements in context of the annual budget
- Determine and adopt written policies to govern the operation of the system
- Advocate on behalf of WLS and the member libraries at the local, county, state and federal levels
- Actively participate in WLS Board committees and working groups
- Attend and/or provide financial support to WLS sponsored special events and activities, especially annual events such as the April fundraiser and the November annual meeting
- Annual financial contribution to the Trustees Award
- Act as liaison between WLS and the library/libraries in the trustee's district

## Westchester Library System Board Skills Inventory

The WLS board is a varied group of volunteers who are passionate about library advocacy. We hope to represent the WLS core values of advocacy, diversity, value, innovation, cooperation and education. We would also benefit from members knowledge and skills in the following areas to forward our strategic plans. Please note your particular strengths, using these categories as a guide.

Advocacy/Grassroots/Community Leader

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Advertising/Marketing Skills/Media

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Entrepreneurship

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Financial

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Fundraising

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Government/Civil Service/Union/Education

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Human Resources/Management/Group Development

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Legal

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Library/ Non-profit

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Partnership Building

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Strategic Planning/Organizational Change

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Technology

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Training

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Other

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