



# Job Description

## Member, Board of Directors

**ROLE:** To determine policies, procedures and regulations for the conduct of the organization; to raise funds to finance the organization and its programs; and to monitor organizational performance..

**TERM:** A member will serve as long as they maintain active status and wish to continue serving.

### **MEETING**

**ATTENDANCE:** Attend all regularly scheduled meetings of the general board; standing committees; and special events hosted by the Friends of Mott Library. Provide written notice to Board Secretary when unable to attend.

**RESPONSIBLE TO:** Board President

### **RESPONSIBILITIES AND POWERS OF BOARD MEMBER:**

- Establish policies for administering the program and services which are in harmony with the purpose of the organization.
- Elect officers and identify new members with the ability and skills needed to support the organization
- Embrace and promote the Friends of Mott Library Mission through leadership, community contacts and monetary (dues) contribution
- Secure funds required for current expenses by mobilizing the entire volunteer and staff forces for active participation in funding efforts.
- Ensure that the financial affairs of the agency are conducted on a responsible basis in accordance with established policies.
- Be informed about the Mott Library functions, programs and services and who they serve
- Be prepared for meetings and informed about the organizations policies, procedures and by-laws
- Make all decisions and take all actions based on the principles of reasonable prudence and acting in good faith in matters of board operations.