



# Officers and Committees of the Board

## Job Descriptions

### **PRESIDENT**

**ROLE:** To provide leadership to the board and committees on policies, procedures and regulations for the conduct of the board; to raise funds to support the Mott Library services and program; and to monitor board performance.

**TERM:** Re-election on a yearly basis – not to exceed a three year consecutive term

### **MEETING**

**ATTENDANCE:** Attend all regularly scheduled meetings of the general board; executive board; and sub-committee meetings at the request of the committee chair. Attend special events hosted by the Friends of Mott Library.

**RESPONSIBLE TO:** Board of Directors and Mott Library Director

### **RESPONSIBILITIES AND POWERS OF THE BOARD PRESIDENT:**

- To preside over and conduct meetings and to appoint all committees and be an ex officio member thereof as stipulated in the by-laws and consistent with goals and mission of the board
- Embrace and promote the Friends of Mott Library Mission through leadership, community contacts and monetary (dues) contribution
- Support and provide leadership to the board with fundraising and marketing efforts
- Require timely reports from all committee meetings from the committee chairs
- Contribute knowledge and express points of view based on experience
- Consider other points of view, make constructive suggestions and help the board make group decisions which reflect the thinking of the total group
- Be informed about the Mott Library functions, programs and services and who they serve
- Be prepared for meetings
- Make all decisions and take all actions based on the principles of reasonable prudence and acting in good faith