



## EXPECTATIONS OF A VGPL BOARD MEMBER

The Vista Grande Public Library Board of Directors shapes and leads the Library. The Board:

- Sets VGPL's strategic direction;
- Ensures its effective and efficient governance;
- Ensures that VGPL operates to serve its mission and purpose; and
- Supports VGPL financially and/or actively engages in fundraising.

### **A VGPL Board member:**

- Devotes time to guiding the library's future
- Commits to attending board meetings and serving on committees
- Shares skills that will benefit the library
- Exhibits openness to new ideas and teamwork culture
- Contributes to the library financially or through significant in-kind and value-added actions
- Will support the ALA Bill of Rights, Freedom to Read and Confidentiality of Records statements, as expressed in VGPL Policies

The role of the Board is composed of three key activities:

**1. Ensuring Adequate Financial Resources.** This is the most important responsibility of a board member. Board fundraising activities may include major donor solicitations, obtaining business partnerships, grant writing and review, interaction with the County and other potential sources of funds and advocacy to the legislature. In addition, the Board is responsible for reviewing and approving the annual budget, monitoring and ensuring effective fiscal controls and accountability and meeting all VGPL legal and corporate responsibilities.

**2. Policy and Strategic Planning.** The Board is the primary force behind the organization's policies and strategic planning decisions. Board members create or update the strategic plan and evaluate the implementation plan presented by staff.

**3. Oversight of Programs.** The Board is responsible for general oversight of the Library's programs. This role does not extend to operations, but does include fiduciary oversight and ensuring that the programs serve our clients. A board member's role is limited to governance, and the Library Director is responsible for daily operational activities.

**Term length:** An elected member of the Board of Directors serves a three-year term; a member appointed by the Board during the course of a year may stand for election in the following July for a three-year term.

**Financial/In-Kind commitment:** Board members are strongly encouraged -- but not required -- to make a personal financial contribution to the library. To demonstrate commitment by 100 percent of the Board (in order to qualify for certain grants), members in lieu of a monetary contribution should participate actively in planning and executing the library's fundraising activities, including through chairing and managing events.

**Advocacy:** Board members use their connections to spur interest in and support of the Library.

**Meeting attendance:** Each member attends monthly meetings of the Board: agendas and other meeting materials are distributed by email in

advance of the meeting, and members are expected to review these materials in advance. If it is not possible to attend a particular meeting, the member notifies the President before the meeting. Monthly Board agendas and other meeting documents may be downloaded from the website under "Board."

**Serve on committees and volunteer:** Each member participates in one or more of the Board promotional committees and serves as a volunteer supporting fundraising events and/or Library operations. This "hands-on" service not only advances the programs of the Library, but keeps the Board member involved and informed of the Library activities.

**Conflict of interest and confidentiality:** The policy of VGPL makes each member responsible for disclosing any potential conflict of interest. A Board member must recuse him/herself in case of conflict of interest. Board members must sign a confidentiality agreement to protect patron and donor privacy.