



Mail: 7 Avenida Vista Grande B7-192, Santa Fe, NM 87508-9199  
Location: 14 Avenida Torreon, by El Dorado Community School

**Job Description: VGPL Board Member**

Approved by VGPL Board, 17-Apr-2018

### About the Job

**REPORTS TO:** Board President

**ROLE:** To serve as a voting member of the board of directors for Vista Grande Public Library (VGPL)], developing policies, procedures and regulations, monitoring financial performance and VGPL's programs.

**TERM:** 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.

### Time Expectations

- Prepare for and attend regularly scheduled board meetings 12 per year, held on the third Tuesday of every month.
- Participate actively in one or more promotional committees of the board (e.g., finance, development).
- Attend scheduled board retreats, planning meetings, workshops or other board development activities.
- Attend, support and participate in special events (e.g., book sales, Summer Fling).

### Obligations

- Fully understand and support the VGPL mission.
- Establish policy.
- Participate in hiring and evaluation of the Library Director as needed.
- Make annual personal financial commitment to VGPL with at least a partial contribution in January.
- Approve the annual budget and monitor the agency's financial performance.
- Develop and monitor short and long-range planning and goals.
- Represent VGPL to the public and private sector; serve as an advocate for the Library.
- Provide oversight of library programs to ensure they meet the needs of the community.
- Participate actively in fundraising and other development activities.
- If time permits, serve as a library volunteer (e.g., circulation desk, cataloging).
- Disclose any potential conflict of interest and recuse him/herself in case of conflict of interest.
- Sign a confidentiality agreement to protect patron and donor privacy.
- Bring personal/professional expertise and that of others to support the Library mission.