

## Board Member Job Description

### Mission Statement:

The Friends of the Minneapolis Central Library is a non-profit volunteer organization, whose mission is to support Minneapolis Central Library by providing monetary and volunteer resources, as well as promoting the library programs and services to the community.

### The Board of Directors is the governing body of Friends of Minneapolis Central Library.

**Term:** 2-year terms, elected at the annual meeting and can be re-elected.

### Expectations:

- Is a joint member of Friends of MCL/Friends of HCL through the payment of annual dues or through volunteer hours as noted in the by-laws.
- Attends at least 6 of the regularly scheduled monthly meetings in a year. Exceptions to this requirement may be made for members who make a major time commitment towards a pre-approved defined FMCL project/activity.
- Prepares for and actively participates at monthly meetings and in decision-making.
- Commits to additional monthly involvement/time by serving as an officer, a volunteer, on at least one committee, as a project coordinator and/or with an ongoing program/activity.
- Attends events of the Friends of MCL and the Library when possible, as needed and/or appropriate.

### Roles and Responsibilities:

- Determines, supports and understands the mission and bylaws of the Friends of MCL.
- Determines policies and procedures as needed.
- Accepts the fiduciary responsibility for Friends of MCL, assuring that the organization's assets are used for the greatest good in serving the mission. Towards that end, reviews requests for funding from library staff and disburses funds as agreed upon.
- Commits to personal contributions as able and encourages others to do so, in ensuring adequate resources for FMCL operations and Library requests.
- Assists Friends of HCL with fundraising efforts when requested and possible.
- Jointly, and as individuals, lends name and reputation in support of the Friends and of Minneapolis Central Library.
- Actively advocates for Minneapolis Central Library in the community and works to enhance the public image of FMCL and MCL.
- Helps to assess the Board's effectiveness and contributes to developing a strong board of directors, including assisting with recruiting and orienting new board members.
- Stays informed of the Friends' activities as well as Library programs and services.
- Maintains a positive working relationship with the Friends of Hennepin County Library and Minneapolis Central Library staff.
- Adheres to sound ethical and legal governance policies and operating procedures.

### Board Member – Beneficial Qualities:

- Is willing to support and promote the organization's mission and goals.
- Is interested in learning more about the Minneapolis Central Library and the Friends.
- Has the ability to listen, give feedback, think creatively, work one-on-one and with groups.
- Possesses honesty, integrity, sensitivity to and tolerance of differing viewpoints.