

Pleasant Hills Public Library, Board Trustee Job Description

TITLE: Member, Pleasant Hills Public Library Board of Trustees

REPORTS TO: Board President

ROLE: To serve as a voting member of the board of trustees for the Pleasant Hills Public Library, developing policies, procedures and regulations, monitoring financial performance and the Library's programs; this is a volunteer position

TERM: 3 years

TIME EXPECTATIONS:

- Attend regularly scheduled board meetings, 12 per year, held on the third Thursday of every month.
- Participate actively in one or more committees of the board.
- Attend scheduled board retreats, planning meetings, workshops or other board development activities.
- Attend, support and participate in the library's special events.

OBLIGATIONS:

- Fully understand and support the mission of Pleasant Hills Public Library
- Establish policy
- Hire, supervise and evaluate the Library Director
- Monitor the agency's financial performance
- Develop and monitor short and long-range planning and goals
- Represent the agency to the public and private sector; serve as an advocate for the agency
- Bring personal/professional expertise and that of others to support the mission of the agency
- Must be a Pleasant Hills resident