



## **ST. CHARLES CITY-COUNTY LIBRARY FOUNDATION BOARD OF DIRECTORS JOB DESCRIPTION**

### **Purpose:**

Provide leadership, advice, and counsel to ensure that the St. Charles City-County Library Foundation (the Foundation) is meeting important community needs and has the financial resources to implement services, programs and facility construction and improvements that the St. Charles City-County Library would not otherwise be able to provide.

The Board is coordinated through the President of the Board working closely with the Director of Development.

### **Know How:**

A member of the Board of Directors will be recognized as an opinion-influenced/key leader in the community, or active Library advocate who is interested in furthering the purpose, mission and vision of the Foundation and the St. Charles City-County Library.

### **Principal Activities:**

- Provide advice and counsel to the Executive Committee.
- Participate as a contributor and campaigner in the Annual Campaign.
- Assist the Executive Committee by recommending potential candidates to be considered for nomination to the Foundation Board of Directors.
- Support the Special Events as either a participant, sponsor, or recruit participants.
- Be an advocate for the Foundation and the District in the community.
- Assist in the recruitment of volunteers when needed.
- Evaluate the effectiveness of the Foundation in meeting community and District needs.
- Provide support for other St. Charles City-County Library District events or initiatives.
- Attend at least 80% of regularly scheduled board meetings.
- Best effort to attend the annual board/staff retreat.
- Serve on a minimum of one committee.

**Effect On End Results:**

The Board of Directors will be effective as a group when there is evidence of the following:

- 100% participation in the Annual Campaign.
- Annual campaign and other fund-raising goals are accomplished.
- Successful Special Events.
- The Foundation has a positive and important community image.
- Potential candidates for the Board of Directors are identified and a succession plan is in place.
- Open interchange of ideas and communication with the Foundation Director of Development and the Library Director.
- High customer satisfaction.
- Active and functioning committees.
- Board meeting attendance, as a group is at least 80%.

**Time and Financial Requirements of a Board Member:**

Time

- |                                |                            |
|--------------------------------|----------------------------|
| • Board and committee meetings | 1.5-2 hours/month          |
| • Annual Campaign              | As needed with prospects   |
| • Leadership positions         | 1-2 hours/month            |
| • Special events               | 2-10 hours/year            |
| • Board & Staff Retreat        | 6 hours/year               |
| • New Board Member Orientation | TBD                        |
| • Board Member term            | 3-year term / 3 terms max. |
| • Terms begin/renew            | January 1 and June 1       |

Financial:

- Make a Personal Contribution for the Annual Campaign
- Secure a table for the Gala
- Establish a list of prospects each year and set personal fund-raising goal
- Special Events–Participation, Sponsorship and/or assist in securing or making a donation for auction/raffle items

Fund Raising:

- Annual Campaign
- Special Events
- Provide Prospect Names for Capital Campaign (when relevant)
- Provide Prospect Names for Planned Giving (when relevant)

I have read and understand the duties and responsibilities of being a representative of the St. Charles City-County Library Foundation Board of Directors.

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Signature

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Date