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## **Cedar Mill & Bethany Community Libraries Association Board Member Position Description 6/18/2019**

### **Position Summary:**

The Cedar Mill & Bethany Community Libraries Association ([CMBCLA](#)) exists for the support of the Cedar Mill and Bethany Libraries. The Board of Directors acts as trustees for the Association on behalf of its members. The board of directors is responsible for overseeing the financial and operational performance of the Library. The Executive Director of the Library Association is responsible for daily operations.

### **Board of Directors Duties and Responsibilities:**

- Establish policies, general guidelines, and limits.
- Develop and approve long-range plans.
- Evaluate the Association's operations, services, and Executive Director.
- Maintain a sound and sufficient financial base and be legally accountable for all aspects of the Association's operations.

### **Board Member Required Commitment:**

- Attend the monthly Board Meeting.
- Be assigned to and participate with at least one standing committee. Time required will vary based upon committee.
- Participate actively in fund raising activities.
- Identify and help recruit potential board and committee members.
- Make financial contributions to the library within personal capabilities.
- Act as an ambassador for the library. Reach out to family, social, business and community contacts to build relationships with the library.

### **Qualifications:**

Board members must also be members of CMBCLA. They must be willing and able to devote time and effort to Board responsibilities. They must be open to discussing any issues before the board and making decisions on behalf of Library Association members.

A broad mixture of interests, skills and participation are encouraged to help the Board of Directors fully represent the Association membership.

### **Fundraising:**

A critical element for any non-profit organization is fund raising. While the Development Committee of the Board is responsible for fund raising, each board member is expected to

The Cedar Mill Community Libraries Association is a 501(c)3, nonprofit organization dedicated to providing public library services.  
The Cedar Mill and Bethany Libraries are part of Washington County Cooperative Library Services (WCCLS). Updated 6/18/2019

directly assist with the fund raising efforts. The first obligation is to make an annual donation. The community needs to know that the Board is 100% committed to the financial success of the library before we can ask for their donations.

In addition, you should plan to participate in one or more of the following fund raising activities:

- Identifying prospective donors.
- Introducing prospective donors.
- Attend or host a donor cultivation event in the library.
- Writing letters and thank you notes.
- Call prospective donors to ask for their donation.
- Visit prospective donors with staff or other board members

### **Process to Join the Board:**

- If you are a current volunteer, contact the Executive Director so you can be added to the list of potential board members.
- If you are not a current volunteer, [apply to be a volunteer](#) and note your interest in serving on the board.
- Board members must be current members of the Cedar Mill & Bethany Community Library Association. Membership is granted to those who make an annual monetary contribution to the Association.
- Applications to serve on the board are accepted at any time, but elections to replace departing board members are normally held at the Annual Association meeting in October. Normal board terms are three years. There may be occasional mid-term vacancies that are filled by board appointment.
- The Board may offer a slate of nominees to the Association membership at the Annual Meeting as well as offer other nominees that previously applied to serve on the board. Nominations from the floor will also be accepted.
- Prospective board members should attend a board meeting as an observer. Meetings are open to the public and are held on the 3rd Tuesday evening of most months at 7 PM. Details are on the library calendar.
- A library board member and/or the Executive Director are available to meet individually with prospective board members to answer questions about board service.