

East Routt Library District Board Member Job Description

GENERAL DESCRIPTION:

Participate as a member of a team (the Library Board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of library services within the East Routt Library District. Board members are appointed for five year terms with the option to renew by joint resolution of the RE-2 School Board, Steamboat Springs City Council and Routt County Commissioners in accordance with C.R.S. 24-90-108 (Colorado Library Law).

The Library Board is ultimately responsible for:

- Sound fiscal management of the library.
- Service philosophy appropriate for the total community.
- Equitable personnel management practices within the library.
- All legal and ethical aspects of the library's operation.

QUALIFICATIONS:

- Resident of the East Routt Library District (Re-2 School District).
- Serious commitment to and passion for the provision of library services within our community and to the development of those services.
- Schedule permits attendance at regularly scheduled Board and committee meetings; is willing to give time and talent to the library.
- Ability to work well with others to reach a common goal.
- Functions well in committees, group discussions, and public events as a representative of the library.
- Understands and represents the views and opinions of community members no matter the age, origin or background.
- Commitment to the principle that the library provides broad and equitable access to the knowledge, information, and diversity of ideas needed by community residents.
- Commitment to freedom of expression and inquiry for all people.
- Familiarity with reviewing and using budgets and financial statements

PRINCIPAL ACTIVITIES:

- Attend and participate in regular monthly Board and committee meetings.

- Work to ensure adequate library funding. Assist in the review and approval of the annual budget and monthly financial statements as presented by the Library Director.
- Participate in the development and approval of consistent and equitable policies.
- Employ a qualified library director. Empower him/her to manage the day-to-day operation of the Library. Periodically evaluate the director's performance and effectiveness.
- Act as an advocate for the Library through contacts with civic groups and public officials.
- Participate in long-range planning efforts.

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