**A close-up of a sign

Description automatically generatedSPL Board Director’s**

**Roles & Responsibilities**

The Board acts in a position of trust for the community and is responsible for the effective and ethical governance of the Library, and for supporting the work of the Library Director. The Board sets the strategic direction for the library and monitors the progress of the Library’s strategic priorities.

**SPL Board Directors must commit to these responsibilities:**

**Governance Oversight & Planning**

* Provide leadership in Board and community affairs
* Understand SPL Bylaws that defines the role and status of the Library Board
* Oversight of finances and financial systems
* Understand, enforce and when necessary, update the Board policies of SPL
* Guide visioning, strategic planning, and goal setting for the Library Director
* Exercise legal responsibilities as a Board member
* Evaluate performance of the Board and Library Director
* Seek opportunities for continuous improvement of Board knowledge and effectiveness
* Hold fellow Board members and the Library Director accountable to commitments
* Comply with Library Board governance policies
* Observe parliamentary procedures in meetings
* Act with integrity in all matters relating to the Library and community
* Exercise loyalty and confidentiality as a Board member and support decisions made by the Board

**Learning & Knowledge**

* Demonstrate the knowledge, experience, or potential to effectively contribute to key areas of Board involvement such as:
  + Governance and policy
  + Strategic planning
  + Finance
  + Technology
  + Infrastructure
  + Fundraising & Advocacy
* Interest in library services, programs, public library technologies, and collections
* Maintain awareness of issues impacting literacy, public libraries, and SPL
* Participate in Board orientation and training

**Personnel**

* Treat colleagues and library staff with respect and thoughtfulness
* Participate objectively, transparently, and fairly in performance reviews of the Library Director
* Seek and evaluate new candidates for Board Director positions when required

**Participation**

* Prepare for Board meetings in advance
* Attend regularly scheduled Board meetings
* Participate fully, question openly, deliberate thoughtfully
* Support library events (attend at least three library events per year)
* Actively participate in fundraising
* Participate in Board committee and strategic planning activities, including but not limited to approximately one meeting per month per committee and any additional special meetings each year
* Allot five to six hours per month for Director work
* It is the expectation that each board member donates $1,000 each fiscal year toward Library operations, regardless of any other contributions.

**Advocacy**

* Secure financial resources to realize the SPL’s mission and strategic plan goals, through building relationships with City Council, stakeholders, and the community
* Advocate for the Library in appropriate public and private contexts

**By signing below, I agree to abide by the Board of Directors’ Roles & Responsibilities established by Sedona Public Library.**

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Signature Printed Name Date