



# UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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## **Umatilla County Special Library District (UCSLD) Board Member Job Description**

The UCSLD Board Members need to be engaged users of our library system in order to be able to promote understanding and needs of the District they serve. As this is a small Board with a minimal support staff, Board Members need to be active participants, have a basic knowledge of financial reports, and have a positive approach to new ideas for serving our community libraries. Board activities are not limited to monthly evening meetings, but may also include weekend or daytime workshops, and events at the community libraries.

UCSLD Board members are elected for a 4 year term and may serve only 2 consecutive terms. The Board meets once a month, currently on the 3<sup>rd</sup> Thursday at 5:15pm. These meetings are open to the public.

The Board supports the vision and mission of the UCSLD by providing leadership and governance. Day to day operation is handled by the District Manager and support staff. The relationship between the Board and the District Manager is a partnership. Board Members are a crucial component of this working dynamic and, as such, involvement of Board members is expected and crucial.

Specific Board member duties include but are not limited to:

- ❖ Advisor to the District Manager
- ❖ Reviewing and evaluation of specific District programs – Annual Library Service Plans (ALSP)
- ❖ Approving budgets, audit reports, and various financial decisions
- ❖ Being informed of and meeting all legal and fiduciary responsibilities
- ❖ Helping the District Manager review and evaluate UCSLD policies and decisions, especially their impact.

**Adopted: January 15, 2015**

Updated: February 27, 2017