



Mifflin County Library Board of Directors Position Description

The Board of Directors of the Mifflin County Library is legally and ethically responsible for the financial stability of the library. The Board has three major responsibilities:

- to establish mission and direction through policy development;
- to ensure that the library has the necessary resources of funds and leadership to implement the mission and policies;
- to provide legal and fiduciary oversight on behalf of the people served.

The responsibilities of individual Board members include:

- understanding and promoting the library's mission and policies.
- participating in fundraising efforts by:
 - selling tickets and recruiting sponsors and donors to library fundraising events; more specifically, Putting for Pages.
 - giving an annual gift to the library. (Board members are asked to consider a gift that is "significant" according to their circumstances, whether that is buying their individual ticket to attend Putting for Pages or something more significant is left to the discretion of the Board member.)
- assisting in Board development, by suggesting potential new Board member candidates.
- advocating on behalf of the library by talking positively about the library.
- reviewing board meeting materials before the meeting.
- identifying any potential conflicts of interest. (Because Mifflin County is small in size, Board members may serve on multiple boards or have personal relationships with library staff.)
- attending and participating in Board meetings, notifying the Board president of expected absence to meetings, understanding that more than 2 absences may result in Board dismissal; additional board meeting information includes:
 - 11 monthly board meetings lasting 45 minutes to one hour on the 3rd Tuesday of every month except July with a Christmas dinner in December;
 - Annual training one evening or Saturday annually;
 - Participation in a one hour orientation for new board members.

The responsibilities of the Board as a whole include:

- fundraising and advocacy.
- reviewing and evaluating how the organization carries out its mission through strategic planning; reviewing and evaluating the overall performance of the library.
- adopting an annual budget and providing fiscal oversight.
- evaluating the performance of the Executive Director on an annual basis; hiring a new Executive Director as needed.
- establishing policies for the effective management of the organization and reviewing, evaluating and updating policies as scheduled.

- the Board as a whole is responsible for ensuring that expectations are met; the expectations of the other Board members and the expectations as set by the strategic plan.

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Source: Board Fundamentals: Understanding Roles in Nonprofit Governance, 2010, by Berit M. Lakey.