

The Friends of the Salem Public Library (Friends)

Job Description and Commitments

of Members of the Friends' Board of Directors

The mission of the Friends is to support the Salem Public Library. Primarily, we provide funds to enhance programs and collections.

The Friends' work does *not* include taking positions on Library policies, operations, or budgetary matters.

Our function in relation to the Salem Public Library:

- To raise and provide funds for projects, programs, services, and special collections, e.g., Lucky Day
- To cooperate and collaborate with other Library support boards (Library Advisory Board and the Foundation)

Friends Values:

- Diversity, equity, inclusive access
- Literacy and learning
- Community awareness

Director (Board Member) Responsibilities:

As a Director of the Friends, I fully support the purpose and mission of this organization and pledge my commitment to assist in carrying out its work. I will be prepared and willing to appropriately and supportively represent the Friends and the Salem Public Library in the community. **In my role, I will:**

- Attend Board meetings (a minimum of 6 out of 10 per fiscal year), actively participate in at least one of the two major Book Sales each year, and attend occasional Library events related to the Friends' support
- Prepare for meetings by reviewing available materials in advance
- Be informed about our mission, policies, activities, and values
- Understand my/our fiduciary responsibility as a board
- Aid organizational growth by suggesting others who can make contributions to the Bookstore, Book Sales, and Board
- Represent the Friends, Library, and City of Salem in a positive light

And I will refrain from:

- Public disagreement or dissent regarding Library policy, operations, or budgetary spending
- Stating my Friends affiliation when speaking publicly as a private citizen (usually this *will* include speaking to the City Council)
- Undermining, publicly criticizing, or denigrating the Library, its staff or the Friends
- Disseminating unapproved or confidential information to (or from) the Board
- Making special requests of Library staff
- Attempting to influence the day-to-day operations of the Friends and the Library

Friends Board Working Agreements and Behavioral Expectations:

- Potential meeting agenda items or guest invitations are submitted to the President (or meeting Chair)
- All Directors will review meeting minutes
- The President (or Vice-president in the President's absence) will preside over meetings
- Directors will keep all documents and email concerning Friends' business confidential (this includes all Library/City correspondence with the Friends)
- Directors will work collaboratively with other members, speak one at a time with no side conversations, and be respectful of differences among members
- Directors will value the time of others by making brief, frank, and courteous comments
- Directors will offer their opinion to the full Board honestly and civilly during meetings, understanding the impact their personal style may have on others and be willing to modify that style to align intention with impact
- Work in good faith with fellow Board members and staff toward the Friends' goals
- Consistently represent the Friends, its mission, and the Library in a responsible, polite, prudent, and positive manner
- When faced with uncertainty about the role of the Board, members will approach the Board President for clarification

Should I fail to fulfill these commitments to the organization, I understand that the Board President will call upon me to discuss my responsibilities. Should there come a time where I am no longer able to fulfill my responsibilities to the organization, I will self-evaluate and resign if necessary. If I fail to take that action, I understand any member elected or appointed may be removed by a majority of the full Board in order to serve the best interests of the Friends.

As a board member, I understand that the organization will also be responsible to me. **The Friends will:**

- Carry directors' and officers' liability insurance
- Provide orientation, training, documents, and materials as needed to function as a part of the Friends
- Provide agendas, financial documents, prior meeting minutes, and reports to prepare for active participation in board meetings
- Respond in a straightforward fashion to questions that I feel are necessary to carry out my responsibilities to the Friends
- Work in good faith with me towards achievement of our goals

If the organization does not fulfill its commitments to me, I may call upon the Board President to discuss the organization's responsibilities to me. If, upon discussion, the issue warrants it, the President will take steps to rectify the matter or will put the matter to the full Board.

Print Name - Board Member

Signature – Board Member

Date

Signature – Board President

Date