



135 Main Street, Montpelier, Vermont 05602 \* (802) 223-3338  
*Serving Berlin, Calais, East Montpelier, Middlesex, Montpelier and Worcester*

## **Trustee Job Description & Expectations**

**Purpose:** To advise, govern, oversee policy and strategic direction, and assist with the leadership and general promotion of the Kellogg-Hubbard Library so as to support the organization's mission and needs.

**Mission statement:** Our mission is to empower community members to become lifelong learners by providing easy access to materials, online resources, programs and a welcoming place.

### **Roles and Responsibilities of the Board of Trustees:**

In conjunction with the Library's administration and staff, the KHL Board of Trustees is responsible for:

- Supporting the Library's mission and promoting Library services
- Ensuring an effective management structure for the Library; hiring and regularly evaluating management position/s
- Engaging in long-range planning, including financial and strategic planning
- Overseeing sound financial management of the Library, including effective fundraising strategies
- Participating in union contract negotiations with unionized staff
- Creating and following sound Library Policies
- Ensuring the board follows good governance practices, including adherence to Library by-laws and maintaining an active committee structure

### **Responsibilities of each Trustee:**

Each individual board member is expected to:

- Become knowledgeable about the Library's mission, its services and the communities that we serve
- Familiarize yourself with the content in the Board Portal
- Read the board packet ahead of, and actively participate in, board meetings
- Serve on at least one board committee, and serve on ad-hoc committees as needed.
- Take responsibility for the fiscal and legal health of the organization and become familiar with financial statements, budgets, and assessments of resource needs.
- Understand the policies and board procedures.
- Help communicate and promote the mission and programs to the communities we serve, especially the city or town you represent.
- Be available for consultation and lending your personal expertise in a way that will enhance the organization

- Strengthen the Library's financial base by assisting in fundraising efforts, and by making a personal contribution within your own means.

**Length of term:** Three years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board. You may be invited to complete the remainder of a term to fill a vacancy; you would then be able to then renew for two additional terms.

**Meetings and time commitment:**

- The board of directors generally meets at 5 pm on the third Wednesday of each month, except July, August and December. Meetings typically last 90 minutes. Currently most meetings are held on Zoom, but plan to meet in person at the Library 3-4 times a year.
- Committees of the board meet on a more flexible basis, according to their respective work agendas. Each committee determines its own meeting schedule and location.
- Board members are asked to attend a few in-person special events each year.
- Representatives from the five member towns (Berlin, Calais, East Montpelier, Middlesex and Worcester) and the two Montpelier City Council representatives are asked to speak on behalf of the Library at Town Meeting Day related activities.

**Board officers:**

- President
- Vice Presidents (2)
- Treasurer
- Secretary

**Board committees:**

- Executive Committee (made up of the Board officers): General oversight, through the Library administration, of library operations and direct oversight of Board committees.
- Board Development Committee: Ensures thoughtful, ongoing effort to recruit, orient, and maintain a strong, diverse Board of Trustees with a wide range of perspectives and skills.
- Finance Committee: Monitors the overall financial operations of the library. Reviews and acts on draft budget developed by the administration and makes a recommendation to the Board.
- Fund Development Committee: Works with development staff on strategic development plans and is responsible for ensuring board involvement in fundraising.
- Policy Committee: Develops and recommends to the Board policies for operation & administration of the library; ensures all policies are kept current.