

## **CURTIS MEMORIAL LIBRARY (CML): BOARD MEMBER JOB DESCRIPTION**

### **CML's Mission**

The mission of CML is to enhance the quality of life in our communities by advancing knowledge, fostering creativity, encouraging the exchange of ideas, and building community.

For more information, please see CML's website at <https://curtislibrary.com>.

### **Position**

As the highest leadership body of the organization and to satisfy its fiduciary duties, the Board is responsible for:

- Serving as a trusted advisor to the Director in developing and implementing CML's strategic plan
- Working in partnership with library staff and the community to select the Library Director
- Working with the Library Director to establish yearly performance goals and review achievement of such
- Ensuring strong fiduciary oversight and financial management
- Participating in fundraising and resource development
- Enhancing CML's public image
- Assessing its own performance as the governing body of CML

### **Time Commitment**

Board members are expected to:

- attend Board meetings
- attend task force meetings and participate fully in task force work
- attend CML events
- participate in related activities

Board Members serve a three-year term and will be eligible for re-appointment for an additional three-year term.

### **Board Member Expectations**

Each Board member is expected to:

- honestly and passionately believe in the value of CML to the community
- be committed to the availability of free and equal access to information for all members of the community
- be committed to the principle of intellectual freedom and resist all efforts to censor library resources
- know CML's mission, policies, programs, and needs
- faithfully read and understand CML's financial statements
- serve as advocates and ambassadors for CML and fully engage in identifying and securing the financial resources and partnerships necessary for CML to advance its mission

- leverage connections, networks, and resources to develop collective action to fully achieve CML's mission
- be willing to advocate for CML by attending town council meetings, writing letters to the editor, meeting with the Town Manager, attending library advocacy meetings in Augusta, and expressing support for CML within the community
- be willing to make a personal financial contribution to CML whenever possible
- be willing to practice intentional community listening and act as a conduit of information between our communities and the Board or the staff
- be willing to put themselves in the room where formal and informal conversations about CML take place, such as budget discussions, town meetings, and impromptu encounters
- be willing to use a multifaceted approach to tune in to what our communities are saying
- be willing to assist with smaller tasks as well as larger strategic tasks
- be willing to make personal connections with CML staff and be committed to spending time at CML to get to know the library and staff
- work effectively as part of a team

### **Additional Expectations**

Each Board member also is expected to:

- follow CML's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest form and disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of CML

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Individuals with professional expertise in the areas of academics, business/finance/accounting, fundraising, human resources/personnel matters, writing, advocacy, law, medicine, politics, and technology are all particularly useful to the Library. But the CML Board also believes it is important that it represents the demographics of the communities that it serves. ***As such, we encourage all individuals to apply without regard to gender, sexuality, age, race, color, national origin, ancestry, religion, familial status, physical or mental disability, socioeconomic status, education, or any other protected characteristic.***