



LIBRARY Commission

POSTED: 2/26/10

DEADLINE: open till filled

BOARD/COMMISSION DESCRIPTION:

The Fletcher Free Library and its Board serve the evolving educational and cultural needs of the City of Burlington and assist in meeting those needs for the Greater Burlington community. The objective of the Board is to represent and promote the interest of the Fletcher Free Library by:

1. Advocating with the City Council, other city departments, the public, the media, and other libraries;
2. Cooperating with other cultural, recreational, and educational bodies;
3. Acting in an advisory capacity by reviewing the budget, by evaluating the director or co-directors, and by reviewing policies and procedures;
4. Supporting the Library through fundraising; and
5. Working with The Friends of the Fletcher Free Library, Inc. to promote the interests of the Library.

BOARD MEMBER RESPONSIBILITIES

- Attend all board and committee meetings **as assigned** and functions, such as special events.
- Be informed about the department's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Inform others about the department.
- Keep up-to-date on developments in the department's field.
- Follow conflict of interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the department's annual financial statements.

PERSONAL CHARACTERISTICS

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment and open doors in the community.
- Develop certain skills if you do not already possess them, such as to: cultivate and encourage youth engagement at the board level, cultivate and expand networking skills by building bridges with established leaders, read and understand board/commission protocol and process
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, a sense of humor.

Submit YOUTH ON BOARDS APPLICATION to:

Attn: Youth On Boards, Burlington Legacy Project
149 City Hall, Burlington, VT 05401

To request an application contact:

Wanda Hines; YOB Coordinator (802) 865-7594 / E-mail: whines@ci.burlington.vt.us

Or visit our website for an on line application: <http://burlingtonlegacyproject.org/files/2009/06/YOB-application-2010-LOGO2.pdf>