



Board of Directors - Job Description

The Anchorage Library Foundation works to promote, fund, and support the long-term vitality of the Anchorage Public Library. Each member of our board believes that free access to well-funded public libraries is vitally important to the long-term prosperity, success, and well-being of our community and its citizens.

The Role of the Board of Directors

1. Ensure fiscal and legal responsibility of the Foundation and help raise resources.
2. Define and oversee our mission and keep it relevant to the needs of our community.
3. Provide strategic guidance to the Foundation.
4. Serve as an ambassador/spokesperson for the Foundation in the community.
5. Ensure continuous board improvement.

Board Member Responsibilities

- A) Attendance:** *I commit to attending board meetings and Foundation events.* Board meetings are held on the fourth Tuesday of the month from 12-1pm. The board typically holds an additional 4-8 hour retreat/planning session and 3-4 small special events each year. Teleconferencing is available for all meetings for those who cannot meet in person.
- B) Fundraising:** *I commit to participating in fundraising.* Fundraising may include prospect research, making thank you calls, meeting with donors, and/or serving on a fund development committee. All Board Members are expected to make at least one personally significant contribution per year.
- C) Committees:** *I commit to serving on at least one committee.* Permanent committees: Finance, Fund Development, Communications, and Infrastructure/Sustainability. Other committees are ad-hoc, created when needed and dissolved upon completion of the project. Ad-hoc committee projects typically last 2-3 months.
- D) Commitment to Anchorage Public Library:** *I commit to learning about APL and its operations so that I can be an effective advocate for the Library.* As a leading advocacy voice and support system for the Library, it is essential that board decisions reflect the Library's needs and goals.
- E) Participation:** *I commit to understanding my roles and responsibilities and becoming sufficiently knowledgeable about the Library Foundation to make informed decisions.* Members are expected to read the materials sent in advance of meetings and come to board meetings prepared and on time. Members are also expected to ask for clarification on any matters of confusion before making a decision.
- F) Speaking with one voice:** *I commit to actively working towards those decisions and solutions that are in the organization's best interest.* I will listen carefully to other board members and staff with an open mind and an objective perspective, and will respect the confidentiality of the board's business.
- G) Terms & Board Positions:** *I commit to serving on the board for a three year term.* There is a three term limit. The Foundation has a President, Vice President, Treasurer and Secretary. Written notice to Board President or verbal announcement at a meeting is required to resign.

Signature: _____ Date: _____