

# Board Members Roles and Responsibilities

A general description of the duties of and expectations for the JTEL Board of Directors may be found on the [Board of Directors](#) page. More specific guidelines for meetings and for board member conduct as required by our organization and membership may be found in our [Bylaws](#) in Article V: Directors and in Article VI: Officers. This page describes the board's **roles and responsibilities** in more detail.

Adopted 6/13/2017

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## **I Purpose of Policy**

The John Trigg Ester Library Board of Directors Roles and Responsibilities Policy serves the following purposes:

- Serve as a planning and organizational tool for the JTEL Board of Directors
- Aid the JTEL Board in planning, assessing, and assigning member duties and responsibilities that cover all facets of activities of the JTEL corporation;
- Aid the JTEL Board in creating and developing committees when appropriate;
- Expand and/or supplement selected sections of the bylaws of the John Trigg Ester Library that are intentionally general to avoid the need for frequent bylaw changes;
- Provide a description of board duties and responsibilities to prospective board members.

If it is found that statements made in this document conflict with the bylaws, this document should be amended to agree with the bylaws. For additional information on the board's conduct and past decisions, see the bylaws and minutes of the board meetings. This policy is revised as needed by the Board of Directors.

## **II Serving on the Board**

Board members are expected to be active supporters, advocates, and volunteers for the Ester library.

Board members and alternates are typically elected to volunteer positions at the library's annual meeting. The JTEL Board of Directors has nine members: four officers, three additional elected directors, and two alternates. Officers are the president, vice-president, treasurer, and secretary.

The board meets once a month at the JTEL office. Term of service is two years, with staggered terms. On even numbered years, the President's and Secretary's term of office will end and must be filled. On odd numbered years, the Vice President's and Treasurer's term of office will end and must be filled. Additionally, the term of office of the board directors and alternates who had NOT been added the previous year will end and must be filled.

Election of alternates will be specific to that position. All other director positions will be generally elected. The majority of the board must live in the Ester Fire Service District.

### **III Standard of Conduct**

The following standards of conduct for JTEL board members stem from the public's trust that the JTEL will manage donated funds to fulfill the organization's mission. These standards of conduct are legal requirements to maintain our 501(c)(3) status.

- Exercise reasonable care when making a decision as a steward of the organization.
- Never use information obtained as a board member for personal gain.
- Act in a way that is consistent with the goals and objectives of the JTEL.

### **IV General Responsibilities of the Board**

The JTEL Board of Directors is responsible for assigning JTEL operations appropriately. In some cases this may require establishment of committees, appointment of a chair, hiring staff, and solicitation of volunteers. Committee chairs will be JTEL board members/alternates. It is the responsibility of the Board of Directors to establish these committees and to make sure that they are being run correctly. The duties and responsibilities below refer to the JTEL Board as a whole and tasks that need to be assigned to individual members or committees.

- Set and review the JTEL's mission, goals, annual plan, and operational plan on a regular basis (at least annually).
- Develop and implement an annual operating plan that includes the assignment of duties and responsibilities to an individual board member, committee, or the Board as a whole.
- Review and update the board's structure and committee functions on a regular basis (at least annually).
- Plan for the JTEL's future, on a long-term and short-term basis; including the development of a multi-year strategic business plan.
- Make decisions on design and construction of the new library and approve and oversee all construction activities.
- Review and amend bylaws and provide policies and guidelines as needed.
- Decide which fundraisers will be held

- Maintain the library collections.
- Manage and maintain all JTEL properties and possessions.
- Ensure that the organization's programs and services appropriately address the majority of our member's interests.
- Represent and promote the organization to the membership, general public, governments, foundations and other key stakeholder groups.
- Provide resources to members.
- Promote collaborative action with other organizations, including activities and occasions when the JTEL should take part in joint fundraising, etc.
- Promote the library to the public by writing press releases, setting up radio time, writing articles for publications, creating and disseminating posters, updating the JTEL website, blog, and Facebook page, etc.
- Develop a volunteer program, recruit volunteers, and set guidelines for how the JTEL treats and recognizes volunteers.
- Develop board membership by recruiting and orienting new board members, and training, evaluating, and recognizing existing board members.
- Ensure financial accountability of the organization, including monthly review and approval of financial statements from the treasurer.
- Oversee an ongoing process of budget development, review and approval.
- Ensure federal, state and local regulations pertaining to finance are adhered to.

#### **V Individual Board Member Responsibilities**

Demonstrate an interest in and commitment to the JTEL's mission and goals and a willingness to work collaboratively with other board members and staff to achieve these goals.

- Contribute expertise in one or more of the following areas: organizational development, finance, capital campaign, grant writing, fundraising events, community relations and outreach, technical support, or operations.
- Participate in at least one fundraising function and one committee.
- Maintain current membership.
- Promote the JTEL to the general public.
- Prepare for and attend monthly board meetings, at least 9 within a 12 month period. 2 un-notified absences in a row or 3 excused absences in a row, as well as missing 4 or more meetings within a 12 month period are grounds for removal from the board.
- Prepare for and attend annual and special meetings of the members. Preparing for these meetings will include reporting on annual activities.
- Prepare reports for individual and committee activities for monthly meetings.
- Expect to volunteer four to eight hours per month (on average).
- Keep current on the external and internal trends affecting the JTEL.
- Think creatively about how the JTEL can advance its mission and obtain funding.
- Serve the organization as a whole, with objectivity, integrity, and fairness at all times.
- Avoid conflict of interest.
- Accept and defend board decisions.
- Follow the Social Networking Policy.

#### **VI Committee and Advisor Responsibilities**

The board of directors creates committees that will be directed by board members, including alternates, to exercise the powers of the board of directors in specified areas of the corporation's business and legal affairs. The board of directors may also appoint a

JTEL volunteer or other interested person to serve as an advisor to the board or board committees.

All committees created by the Board shall keep regular and detailed records of their activities and make monthly reports to the full Board of Directors.

Consultants perform special assignments delegated to them by the President and furnish consultations on such matters as required by the board.

Meetings and action of committees and consultants shall be governed by the JTEL bylaws and policies.