

# Board Members Roles and Responsibilities Policy

Additional guidelines for Board member conduct as required by our organization may be found in our **Bylaws**, Article V: Directors and Article VI: Officers. This policy describes the Board's roles and responsibilities in more detail.

Adopted 6/13/2017, 2/2/2026

## I Serving on the Board

- A. Board members are expected to be active supporters, advocates, and volunteers for the Ester Village Library.
- C. Term of service is two years.
- D. Staggered Elections. Ideally, 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 remaining directors will be staggered so that roughly half the Board is elected every year. Due to special circumstances, this schedule may not be strictly adhered to, however, every effort should be made to adhere to this schedule.

## II Standard of Conduct

The following standards of conduct for Ester Village Library Board members stem from the public's trust that the Ester Village Library 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 Ester Village Library.

## III General Responsibilities of the Board

The Ester Village Library Board of Directors is responsible for managing library operations appropriately. The duties and responsibilities below refer to the Board as a whole and tasks that need to be assigned to individual members or committees.

- Set and review the Library's mission, goals, and annual plan, annually.
- Develop and implement an annual operating budget
- Review and update the Board's structure and committee functions annually.
- Plan for the Library'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 building and approve and oversee all construction activities.

- Review and amend bylaws and provide policies and guidelines as needed.
- Decide which fundraisers will be held, and plan and implement accordingly
- Manage and maintain all Library 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 Library should take part in joint fundraising, etc.
- Develop a volunteer program, recruit volunteers, and set guidelines for how the Library treats and recognizes volunteers.
- Recognize and thank donors and sponsors.
- 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.
- Ensure all current contracts are adhered to.
- Ensure federal, state and local regulations pertaining to all activities are adhered to.

#### IV Individual Board Member Responsibilities

- Demonstrate an interest in and commitment to the Ester Village Library’s mission and goals and a willingness to work collaboratively with other Board members and staff to achieve these goals.
- Participate in at least one fundraising function and one committee.
- Maintain current membership.
- Promote the Ester Village Library to the general public.
- Regularly 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 Board meetings. Preparing for these meetings will include reading and preparing to comment on past minutes and other reports, and reporting on activities and/or committees that you are responsible for.
- Expect to volunteer four to eight hours per month (on average).
- Serve the organization as a whole, with objectivity, integrity, and fairness at all times.
- Avoid conflict of interest, and sign the annual “Conflict of Interest Disclosure” agreement

#### V Committee and Advisor Responsibilities

The Board of directors may appoint a volunteer or other interested person to serve as an advisor to the Board or Board committees. The relationship of such a volunteer or interested person to the Board may be delineated at the time that person or volunteer accepts their role.