

# Library Trustee Volunteer Job Description

---

Updated November 17, 2020

## **Mission**

The Troy-Miami County Public Library provides opportunities to enrich, empower, educate, and entertain.

## **Organization**

Troy-Miami County Public Library is organized as a County District Library. The Library's Board of Trustees consists of seven volunteer members who are appointed by the Miami County Commissioners (4 members) and judges with the Court of Common Pleas (3 members).

## **Board Term**

Troy-Miami County Public Library Board of Trustees are appointed to serve a seven-year term and may be re-appointment for additional terms. Board meetings are held monthly, except July, with additional meetings scheduled as required for library governance.

## **Duties**

- Regularly attends board meetings.
- Participates in committees.
- Volunteers for and willingly accepts assignments or special projects. Completes assigned work in a timely and thorough manner.
- Stays informed about Library matters and best practices; prepares for meetings and reviews minutes or reports.
- Gets to know other board members and builds a collegial working relationship that contributes to consensus.

## **Qualifications**

Ideal candidates will have the following qualifications:

- Extensive professional experience with leadership accomplishments in business, marketing, finance, philanthropy, government, or the nonprofit sector.
  - A commitment to attending scheduled meetings and completing special projects for the Board.
  - People skills, including a natural affinity for developing relationships and building consensus among individuals.
  - Personal qualities of integrity, credibility, and a passion for supporting the mission of Troy-Miami County Public Library.
-