
FRIENDS BOARD OF DIRECTORS JOB DESCRIPTION

The Ramsey County Library Friends (Friends) mission is to strengthen, support and advocate for the Ramsey County Library system in order to enrich the lives of our library users, to promote literacy and education, and to foster community. The Friends is a 501(c)3 nonprofit organization governed by a Board of Directors who volunteer their time and talents to provide fiscal oversight, policy direction, and program support. Board members are expected to serve as stewards, sponsors, ambassadors, and advisors.

As stewards, board members provide legal and fiduciary oversight. They are expected to attend scheduled board meetings, maintain a current membership with the Friends, and abide by Friends' policies.

As sponsors, board members participate in fund-raising activities. All board members must make a financial gift that is meaningful to them and assist with revenue-raising efforts.

As ambassadors, board members are expected to promote the Ramsey County Library and the Friends' role, mission and programs.

As advisors, board members contribute their skills, expertise, and experience in ways that are best suited to them. The board does most of its important work in committees and board members are expected to actively participate in one or more of the committees or ad-hoc task forces sponsored by the Friends.

Directors shall discharge their duties in good faith, in the best interests of the Friends, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.

Board Member Major Responsibilities*:

- Organizational leadership and advisement
- Attendance at Friends Board meetings and involvement in one or more committees or ad-hoc task forces
- Formulation and oversight of policies and procedures
- Fundraising to support the Friends and Libraries' programs and services
- Financial management, including adoption and oversight of the annual Friends budget
- Development and oversight of the Friends Strategic Plan
- Review of the Friends Executive Director
- Promotion of the Friends and the Library
- Advocacy and outreach

**Members of the board share these responsibilities while acting in the interest of the Friends. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term:

Directors shall be elected by board vote for either a one (1), two (2), or three (3) year staggered term, the length of which shall be designated in the nomination.

Directors may not serve a combination of terms totaling more than nine (9) consecutive years; however, any director who is serving or has served as an officer may have his/her term as a member of the Board of Directors extended for one additional two-year term upon an affirmative vote of the Board of Directors. The Friends Board Officers include the President, Vice President(s), Treasurer, Secretary and Past President.

Meetings and time commitment:

- The Friends Board meets quarterly- January, April, July and November on the second or third Monday of the month at 6:30pm. Board meetings typically last 90 minutes.
- Friends Board Committee meet on average four times a year, depending on their work agenda.

Expectations of Board Members:

- Attend Board meetings and serve on one or more committees and/or ad-hoc task forces.
- Prepare for meetings by reviewing available materials in advance.
- Be informed about our mission, policies, activities, and values.
- Understand my/our fiduciary responsibility as a board member and become a member of the Friends.
- Support the Friends events and initiatives.
- Aid organizational growth by suggesting others who can make contribute their time, talent and treasure to the Friends.

The Board committees are:

Finance and Investment Committee: Ensures that the Friends accounting system and related controls are adequate to satisfy the information needs of the organization, comply with generally accepted accounting principles, and comply with all state and federal requirements. Invests and manages the Friends endowment funds in conformance with the approved investment policy.

Quality Assurance Committee: Completes an internal audit annually.

Retail Sales Committee: Develops and implements policies to optimize revenues, bookstore operations and inventory management for Friends bookstores, book carts and occasional book sales.

Development Committee: Develops plans for new sources of income. Develops plans for targeted fundraising campaigns related to the construction or expansion of branch libraries. Assists the Executive Director with the Planned Giving Campaign.

Membership Committee: Develops and implements plans to increase Friends membership. Plans and organizes member recruitment and retention activities, including annual member renewal letter. Currently on hiatus.

Advocacy Committee: Develops the materials and projects for elected officials and the general public that describes the impact of and promotion of public libraries. Currently on hiatus.

To Apply:

To apply for a position on the Board of Directors, please send a letter of interest and a resume to Melissa Nykanen, Executive Director, at mnykanen@rcifriends.org. Please include in your letter of interest any past volunteer experience and any relevant experience, interest, or expertise you have that may contribute to one or more of the committees.

The application process will include an interview with one or more current Board members and attendance at an upcoming Board meeting.