

Richland County Public Library Foundation
Board of Directors
Job Description

Purpose

To serve as a voting member of the **Richland County Public Library Foundation** Board of Directors, a501(c)(3) nonprofit corporation, with authority and responsibility to develop policies, procedures and regulations for the administration of the Foundation, to promote the **Sidney-Richland County Public Library** as a premier agency to Richland County , and to raise funds to carry out the mission of the Foundation.

Term

The term of office for each elected director shall be two years, or as determined in the bylaws.

Meetings

Regular meetings will be held at least quarterly. Special meetings will be held as required. Board members are subject to removal if, without proper excuse, they are absent from three consecutive meetings of the Board.

Responsibilities & Powers

1. Establish policy for administering the Foundation.
2. Oversee the financial operations of the Foundation.
3. Solicit funds to carry out the purposes of the Foundation.
4. Promote the Sidney-Richland County Public Library.

Specific Duties

1. Attendance at meetings.
2. Be informed about issues concerning the Sidney-Richland County Public Library, its needs and the public attitudes concerning it.
3. Serve on committees of the Board.
4. Represent the Foundation at community events, with organizations and private individuals.
5. Provide leadership in fund raising activities.

Qualifications

1. Have significant interest in the **Sidney-Richland County Public Library**.
2. Have public service experience with nonprofit organizations.
3. Be a public spirited person with a demonstrated interest in serving the residents of Sidney.
4. Experience or expertise in fund raising, other boards,community outreach, marketing, finance or working with non-profits is helpful

Compensation

Directors will receive no compensation.

**Richland County Public Library Foundation
Board of Directors Application**

121 3rd Ave NW, Sidney, MT 59270

Please print or type

Full Name _____
Address _____
Home Phone _____ Fax _____
Email _____
Employers _____
Business Address _____
Business Phone _____

Briefly describe the qualifications you possess (employment, community involvement, education, etc.) Which you feel would be an asset to the Board. Please use an additional sheet if necessary.

Why do you feel you would be an asset to the Foundation Board?

I have sufficient time to devote to this responsibility and plan to attend the required meetings if I am appointed.

Date _____ Signature _____