



VOLUNTEER BOARD POSITION DESCRIPTION

POSITION TITLE: Kitsap Regional Library Board of Trustees

JOB DUTIES: Library Trustees are called upon to make decisions and recommendations affecting library services for all residents of Kitsap County. Trustees serve without compensation.

- Attend and prepare for monthly Library Board of Trustee meetings and other special meetings.
- Participate in strategic and long-range planning.
- Evaluate, approve and monitor budget that supports the mission, goals and priorities.
- Adopt and regularly review library policies such as: personnel, fiscal, collection development, continuing education, customer services, intellectual freedom, public information, equipment use and facilities.
- Employ, supervise, support and review performance of Library Director.
- Work with Director and other Trustees as a team.
- Participate in professional organizations and continuing education.
- Maintain connections with elected officials, appointing authorities and the residents of Kitsap County.
- Advocate for the library in the community, building community support.

SKILLS AND QUALIFICATIONS:

- Connections to the community they represent.
- Readiness to devote time and effort to learning about the library in addition to the duties, responsibilities and authority of trusteeship.
- Recognition of the importance of the library as a center of information, culture, recreation and lifelong learning in the community.
- Sound judgment, a sense of fiscal responsibility, legal understanding and political awareness.
- Skill in board management, an open mind, intellectual curiosity, respect for the opinion of others and the ability to work cooperatively with others.
- Rapport with the community, including an awareness of diverse social and economic conditions, needs and interests of all segments of the public.
- Position of leadership in community government, business, education, finance, law or related fields.
- Initiative and ability to plan creatively and to establish policies for effective operation of the library.

TIME COMMITMENT:

- The Kitsap County Board of Commissioners appoints Trustees to five-year terms but may also make appointments to complete the term of a previous Trustee, in the case of a resignation.
- The Kitsap Regional Library Board of Trustees meets monthly at 5:30 p.m. on the fourth Tuesday of each month, except for December, when the meeting is held on the third Tuesday of the month. Meetings usually last approximately two hours. Meeting locations rotate between library branch locations.
- Trustees are also expected to attend occasional special meetings and commit to committee work and other activities, beyond attendance at regular board meetings. There are usually two work sessions per year that may be either a half day or full day.

For information on this board and other volunteer opportunities, contact Kitsap County Volunteer Services at <http://kcowa.us/volunteer>, call (360) 337-4650, or e-mail rpirtle@co.kitsap.wa.us.