



Job Title: Member of SELCO/SELS Board of Directors

Created: January 2005

Contact Person: SELCO/SELS Board President or SELCO/SELS Executive Director

Appointing Body: Local public library board and/or County Board of Commissioners

Representing: SELCO/SELS academic, public, school and special libraries

Statement of Purpose for a Member of the SELCO/SELS Board of Directors:

A member of the SELCO/SELS Board of Directors provides regional direction and vision for SELCO/SELS. Appointed by a local organization and working cooperatively, Board Members are responsible for governing SELCO/SELS, planning for each organization's future and promoting the organizational missions. Members of the SELCO/SELS Board of Directors are responsible for creating a strong positive culture and cooperative environment.

Responsibilities:

Appointed individuals comprise the Board of Directors of a not-for-profit corporation (MN Statutes 317A) and have the rights and responsibilities for regional public and multitype library systems as outlined in Minnesota Statutes 134.20 and 134.351. Specifically:

- Adopt bylaws and policies as appropriate to fulfill the regional library purpose
- Control regional library funds, income and expenditures
- Hire an Executive Director to manage SELCO/SELS and conduct an annual performance review
- Establish fair compensation for staff
- Purchase property and erect a building or lease library space
- Prepare and submit an annual report and other required reports to the Minnesota Department of Education and/or other state or national agencies

Other General responsibilities include:

- Support and promote the SELCO/SELS mission, services, policies and programs
- Attend quarterly Board meetings
- Review meeting agendas and supporting materials prior to Board and/or committee meetings and keep up-to-date on developments pertaining to library service
- Serve on Board committees and attend trustee workshops, Board training and other special meetings or events
- Act as a liaison with the local library community
- Assist with the development and execution of the SELCO/SELS strategic plan
- Advocate for funding to support regional library programs and services
- Support basic library tenets such as but not limited to, Intellectual Freedom, Confidentiality of Patron Records, and Internet Safety
- Direct work assignments for SELCO staff through the Executive Director to help manage workflow

Personal Commitment and Skills:

- Ability to listen, analyze, think clearly and creatively
- Work well with people individually and in a group
- Willingness to make the required time commitment, with a three-year term and the option to serve two additional three-year terms
- Ongoing commitment to staff development
- Commit to maintaining confidentiality
- Willingness to be regularly accessible by telephone or other means

General Notes:

- This job description is a guide outlining the responsibilities of a Member of the SELCO/SELS Board of Directors. The SELCO/SELS Board of Directors reserves the right to change job responsibilities as needs prevail, and to conform to Minnesota Statute and the most current version of the SELCO and SELS Bylaws.
- A Member of the SELCO/SELS Board of Directors may be removed with or without cause by three-fourths (3/4) vote of all Directors, providing that the meeting notice shall include such purpose.

Acceptance

As a Member of the SELCO/SELS Board of Directors, I have received, read, and understand this job description. I accept the responsibilities entailed in representing the academic, public, school and special libraries in the SELCO/SELS region.

Signature	Date
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