

Friends Foundation Board of Worthington Libraries

Board of Directors Description and Expectations

Purpose: To oversee policy and direction of the Foundation and raise funds and advocate for Worthington Libraries in support of the Libraries' and needs.

Mission Statement:

Increase awareness of library services and programs

Inspire community involvement in Friends Foundation activities

Provide funding to support the library's mission

Advocate for strong public library funding

The Friends Foundation has a passion for:

- the community served by the Worthington Libraries
- the utilization of the Library
- support of the staff and the mission of the Library

What Sets Us Apart:

- We are a source of additional funding for the Library programs
- We are a source of funding for staff appreciation
- We sponsor free, entertaining programs to attract attendance at library

Major responsibilities*:

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Fundraising to support Libraries' programs and services
- Financial management, including adoption and oversight of the annual Foundation budget
- Oversight of strategic plan and evaluation
- Board evaluation and development
- Review of organizational and programmatic reports
- Promotion of the Friends Foundation and Worthington Libraries
- Advocacy and outreach

**Members of the board share these responsibilities while acting in the interest of the Friends Foundation. 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 at an annual meeting of the membership, and may serve up to three consecutive three year terms. Foundation Officers include President, Vice President, Treasurer, and Secretary.

Meetings and time commitment:

- The board of directors meets bi-monthly on the fourth Wednesday of the month at 7 p.m. Board meetings typically last 90 minutes.
- The Executive Committee meets on alternate months at 7 p.m. Executive Committee meetings typically last 90 minutes.
- Other Board Committees of the board meet an average of four times per year, pending their work agenda.

Expectations of board members:

- Attend and participate in board meetings on a regular basis, and Libraries' programs as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by the Friends Foundation's mission, objectives, and programs.
- Help communicate and promote the Friends Foundation's mission and programs to the community.
- Become familiar with the Foundation's finances, budget, and financial/resource needs.
- Understand the policies and procedures of the Friends Foundation.
- Financially support the Friends Foundation in a manner commensurate with one's ability.

