



## LIBRARY TRUSTEE JOB DESCRIPTION

Library trustees are powerful advocates for libraries, according to the American Library Association. As part of a volunteer board, trustees are responsible for carrying out duties assigned by New Jersey state law, including:

- Overseeing library funds and approving an annual budget
- Helping to determine the mission of the library
- Assisting in the execution of the library's strategic plan
- Setting policies to govern library operations and programs
- Hiring and evaluating a qualified library director
- Actively seek funding for the library's needs and services
- Advocating for and promoting the library in the community
- Keeping current on library standards and trends

The library director reports to the board of trustees, being accountable to it for proper fulfillment of assigned responsibilities.

Members of the West Orange Public Library Board of Trustees are appointed to a five-year term by the mayor with the approval of the town council.



## **WEST ORANGE PUBLIC LIBRARY PROSPECTIVE BOARD MEMBER APPLICATION**

Thank you for your interest in joining the Board of Trustees of the West Orange Public Library. Kindly complete the information below and return to [admin@westorangelibrary.org](mailto:admin@westorangelibrary.org) using the subject line "Board Member Application". Please include a copy of your current resume along with the completed application.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How did you hear about the board position?

Briefly describe your professional background.

What volunteer roles do you currently hold in the community?



Name: \_\_\_\_\_

Why are you interested in serving as a library trustee?

How familiar are you with the library and its resources?

Do you have any special areas of professional expertise (ex. finance, fundraising, Robert's Rules/parliamentarian) you could lend as a library trustee?

What personal attributes do you feel would make you a successful trustee?



Name: \_\_\_\_\_

How flexible is your time to allow for attendance at monthly board meetings, committee meetings and community/advocacy events as needed?

*Thank you! We look forward to reviewing your application and will be in touch once the review process is completed.*