

## Job Description for Library Trustee

Flat River Community Library is looking for a Trustee to represent Montcalm Township as an advocate for the library. The following duties are required:

Live in Montcalm Township

Be available to attend monthly meetings on the 2<sup>nd</sup> Wednesday of each month. Come prepared which includes reading the minutes and financial reports prior to the meeting. Each trustee needs to discuss issues and make informed votes.

Be a team player while sharing a common concern for the library's welfare.

Support board decisions. Once a decision is made the trustee should support the decision to the public.

Respect and support the role of the library director as the library manager. The Board establishes policy and approves major decisions. It does not assume responsibility for day to day operations and management.

Be an advocate for the library. Look for ways to promote the library including letting the public know about the resources available at the library.

As a member of the board Trustees hire, monitor and evaluate the Director.

The board reviews the annual budget and makes necessary changes to fulfill the legal requirement of balancing income and expenditures. Trustees appear at budget meetings to show support for the library's financial needs.

Trustees serve as a link between library and community while helping to shape public opinion.

Trustees read the Trustee Manual and study topics of concern to the library.