

## **MONTANA LIBRARY FOUNDATION BOARD OF TRUSTEES - JOB DESCRIPTION**

The Montana Library Foundation is a tax-exempt public charity, formed in 2018 to guarantee all Montanans ready, equitable access to robust, sustainable library and information service resources. It enjoys strong partnerships with the Montana State Library; the state's local libraries, and Friends and foundation organizations; and Montana's large and active geographic information systems (GIS) community.

The Foundation is governed by an all-volunteer Board of Trustees who maintain fiscal oversight and policy direction for the organization.

### **Key Responsibilities**

- Approve the organization's operating budget and oversee its implementation;
- Establish the Foundation's policies and central objectives (not day-to-day management of the business);
- Hire and evaluate the performance of the Foundation executive;
- Assist the Foundation's ongoing fundraising efforts (through personal contributions and personalized appeals as able);
- Serve as an advocate, champion and spokesperson for the Foundation, particularly with the State's public officials.

### **Required Traits and Skills**

- Enthusiasm for the mission and potential of Montana's libraries and information services;
- Ability to attend regular meetings of the Board, relevant committee sessions, and other critical Foundation functions;
- Current or past residency in the State of Montana.

### **Preferred Traits and Skills**

- Possess skills in the areas of fundraising, advocacy, financial management, and public relations;
- Bring professional experience with - and accomplishments in - the State of Montana's business, government, philanthropy, and/or nonprofit sectors;
- Represent the geographic and demographic make-up of the State in a way that contributes to a Board roster reflective of the Foundation's stakeholders.
- Maintain a robust network of contacts and be willing to approach them for fundraising and other 'asks' benefiting the Foundation.

### **Expectations**

- Attend all quarterly Board meetings (8-12 hours/year);
- Serve on - and actively contribute to - at least one standing committee (10+ hours/year);
- Make a personal financial contribution to the Foundation annually;
- Function as an active spokesperson and advocate for the Foundation and its work;
- Serve without final compensation, save for travel reimbursement and other approved expenses incurred in the line of Board work.