



## **BOARD OF DIRECTOR POSITION DESCRIPTION**

### **Little Free Library Mission**

Little Free Library is a nonprofit organization with the mission to be a catalyst for building community, inspiring readers, and expanding book access for all through a global network of volunteer-led Little Free Libraries. There are over 150,000 Little Free Libraries in 50 states and in 115 countries. Through these Libraries, millions of books are exchanged each year, increasing access to books for readers of all ages and backgrounds.

Little Free Library has received recognition from the Library of Congress, the National Book Foundation, the World Literacy Foundation, Library Journal, the Women's National Book Association, and more.

For more information about our organization, visit [LittleFreeLibrary.org](http://LittleFreeLibrary.org).

### **Role and Responsibilities of the Board of Directors**

Members of the board of directors are trustees who act on behalf of our organization's constituents. The basic responsibilities of the board of directors include, but are not limited to:

- Assisting in determining the organization's mission and purpose
- Supporting and evaluating the executive director with the goals of the organization in mind.
- Hiring, setting the performance objectives, and determining the compensation of the Executive Director.
- Ensuring effective organizational planning
- Assist in determining which of the organization's programs are consistent with its mission and monitoring the effectiveness of these programs
- Securing adequate financial resources for the organization to fulfill its mission
- Supporting the organization's development efforts through activities such as the following:
  - Help identify donors and assist in soliciting funds
  - Host an event or fundraiser
  - Introduce personal and professional contacts to the organization
  - Contribute services pro-bono or in-kind
  - Make personal financial contributions to the organization
- Assisting in the review and approval of the organization's annual budget and ensuring the proper financial controls are in place
- Defining prerequisites for potential new board members, orienting these new members, and periodically evaluating performance
- Adhering to legal and ethical standards and norms
- Clearly defining and articulating the organization's mission, accomplishments and goals to gain support from the community and enhance the organization's public image
- The Board will regularly review their own composition to ensure constituent representation, board expertise and commitment

### **General Board Member Expectations**

- Board members have a duty of loyalty to the organization, its staff and other board members
- The board shall practice discretion and accepting decisions made on a majority basis
- Attend a minimum of 75% of board meetings, committee meetings and special events
- Stay informed about the organization's mission, services, policies and programs
- Review agenda and supporting materials prior to board and committee meetings
- Actively serve on at least one committee and offer to take on special assignments
- Each Board member will provide financial support to the organization on an annual basis, through either a personal gift or successful direct appeals of their network. The expectation is that 100% of the Little Free Library Board of Directors contributes to the organization's financial health. The current expectation is \$2,500 per year and it is the goal of the board to increase that amount over time.
- Inform others about the organization and its mission and programming opportunities
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
- Keep up to date on developments in the organization's field and scope of service
- Follow conflict of interest and confidentiality policies

Please send your completed application (below), resume, and letter of interest to Little Free Library at [board@littlefreelibrary.org](mailto:board@littlefreelibrary.org).



## BOARD OF DIRECTORS APPLICATION

Contact Information					
Name:	Organization (if applicable):				
Phone:	Email:				
Mailing Address:					
City	State				Zip
Please share your relevant experience and/or employment					
Why are you interested in joining the Little Free Library Board of Directors?					
Areas of Expertise (put an "x" in the space before each area in which you have expertise to share)					
	Board Development		Fundraising/Philanthropy		Human Resources
	International Development		Nonprofit Management		Law
	Business Development		Program Development		PR/Marketing
	Strategic Planning		Facilities Operation		Technology
	Social Media		Accounting/Finance		Literacy
	Evaluation/Research		Other (please list):		