

Chestatee Regional Library System

342 Allen Street • Dawsonville, GA 30534 • 706-344-3690

Expression of Interest in Appointment to the County Board of Trustees

Individuals who are interested in serving on the Board of Trustees for the public library in Dawson or Lumpkin County may complete this form as an expression of interest. Trustees are volunteers who approve policies and request and budget funds for library service to the community. County Boards act as agents of public trust and advise the governing Chestatee Regional Library System Board of Trustees. (See attached job description.) Four of the eight County Board members are elected by the County Board to serve on the Regional Board for two-year terms.

Appointments to the Library Boards are made by the local governmental agencies that financially support the libraries that are members of the Chestatee Regional Library System. Local funding agencies include the Dawson County Commission and the Lumpkin County Commission. County Boards of Trustees suggest names to the governmental agencies for appointment to their Board. Trustees must reside in the area governed by the agency by which they are appointed.

Serving on the Library Board of Trustees is a commitment for a four-year term. Trustees meet at least four times a year in the months of January, April, July and October. Meetings generally are in the early evening and last one to two hours. In addition, trustees will serve on committees that may have one or more meetings to complete assignments and reports. New trustees attend an orientation.

Once appointed by the funding agency, trustees are representatives of the community as a whole and are charged with interpreting the needs of the community to the library board and the needs of the library to the community. This may include activities such as talking to groups, presenting the library's budgetary information to funding agencies, and promoting library services and resources at every opportunity.

When vacancies on the board are anticipated, the Board of Trustees review completed expression of interest forms. The Board identifies the qualities and characteristics needed at the particular time in order for the Library Board to function effectively in the interest of the community. Names are suggested to the funding agencies for appointment based on qualities and interests. The final appointment decision is made by the County Commission.

Citizens who wish to be appointed are urged to submit a statement of interest. The funding agencies are seeking dedicated people who want to help our public libraries better serve our communities. Statements may be delivered to the Dawson or Lumpkin County Library or mailed to Claudia Gibson, Director, Chestatee Regional Library System, 342 Allen Street, Dawsonville, GA 30534.

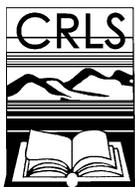
Job Description Member of County Library Board of Trustees

Role:

The role of a trustee is to contribute to defining the library's mission and to focus on the development of broad policies that govern the fulfillment of that mission. This role is separate and distinct from the role of the library director to whom is delegated the responsibility of determining the means of implementation of board policies.

Duties and Responsibilities:

- ❑ To help the Regional Library System Director prepare county budgets, approve the budgets subject to Regional Board review, and assume responsibility for the **presentation of the fiscal needs** for library services to the County Commission.
- ❑ To **recommend policies** to the Regional Board that govern library programs and operations in the County, including policies for the receipt and administration of gifts of money and property.
- ❑ To **present financial and progress reports** to the Regional Board, governing officials and to the public.
- ❑ To notify the Regional Library System Director in a timely fashion in advance of all meetings of the Board of Trustees or committees of the Board.
- ❑ To **regularly attend** all meetings of the board, committees, and task forces on which one serves.
- ❑ To **come prepared** to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda and all supporting background material.
- ❑ To represent the library in a positive and supportive manner at all times and in all places.
- ❑ To support in a positive manner all actions taken by the board of trustees even when in a minority position on such actions.
- ❑ To refrain from intruding in administrative issues that are the responsibility of management, except to monitor the results and prohibit methods not in congruity with board policy.
- ❑ To **recognize conflicts of interest** between the position as a board member and one's personal and professional life. If such a conflict does arise, to declare that conflict before the board and refrain from voting on matters in which there is a conflict.
- ❑ To **observe the Open and Public Meetings Law** of Georgia (Title 50, Chapter 14) and parliamentary procedure outlined in Robert's Rules of Order, and display courteous conduct in all board, committee, and task force meetings.
- ❑ To make every effort to **learn the job** of being a board member and seek methods to help oneself function better as part of the board team.
- ❑ To participate in the annual planning retreat and board development workshops, seminars and other educational events that enhance skills as a board member.
- ❑ If unable to carry out the above duties, to resign the position on the board of trustees.



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I. Please complete the following information:

Name _____

Street Address _____

City _____ ZIP _____

I live: in Dawson County in Lumpkin County

Employer _____

Occupation _____

Home Phone _____ Work Phone _____ Cell _____

E-Mail _____

Do you have a PINES library card? Yes No

Have you served on other nonprofit boards? Yes No

If so, please list: _____

Are you currently serving on other boards? Yes No

If so, please list: _____

II. Please attach a resume (if you have one available) and a brief statement telling us something about yourself and your interest in serving on the County Library Board of Trustees. You may want to address why you want to serve, what special areas of library service interest you, why you think you would be a good trustee, any special concerns about the library and its place in the community, or anything else that makes you a good candidate for the Library Board.

I understand that serving on the Dawson or Lumpkin County Library Board of Trustees requires time and commitment for a four-year period; that regular meetings are held in January, April, July and October; that meetings last one to two hours; and that I will be expected to attend an orientation session and participate in committee assignments. I would like to be considered for an appointment.

Date

Signature

Send to Library Director, Chestatee Regional Library System, 342 Allen Street, Dawsonville, GA 30534