



March 1, 2019

Thank you so much for your interest in learning more about the open position on the Cheltenham Township Library System Board of Directors.

Attached please find an announcement of the opening and a more detailed description of the position's responsibilities.

In order to be considered for the position, please return the requested documentation by 5 pm on Friday, April 12, 2019. Once again, thank you.

Yours truly,

The Board of Library Directors of Cheltenham Township



The Cheltenham Township Library System is seeking candidates to fill one at-large Board position. Directors of the Cheltenham Township Library are appointed by the Cheltenham Township Board of Commissioners and oversee the affairs of the library system. The at-large Board members represent the interests of all Cheltenham Township residents and all library branches.

Requirements for the position include, but are not limited to the following.

- Applicants must be Cheltenham Township residents, must recognize the value of public libraries and be conversant with the needs of Cheltenham Township.
- Candidates must be willing to commit the time necessary to serve and be available to attend Directors' meetings (normally the 4th Wednesday evening of each month), support library activities, participate in fundraisers and serve on committees that further the objectives of the system. The term of office is three years unless filling a vacancy.
- Registered to vote.

IF YOU ARE INTERESTED:

[1] SEND A RESUME containing the following:

- Your contact information including your home address, phone numbers, and email address.
- The number of years you have lived in Cheltenham Township
- Community Activities
- Recent Employment History
- Educational Background

[2] COVER LETTER that outlines:

- Your current involvement with the library system.
- A description of skills or background that you feel will be of benefit to the board.
- Your interest in serving as a director.

[3] RESPOND to each of the following questions in 150 words or less for each question:

- What are your three top reasons for serving on the Cheltenham Township Library System Board of Directors?
- What do you think is the single, most important issue facing Cheltenham's libraries today?
- How many hours per month are you able to devote to board service?
  - 0-3 hours
  - 4-7 hours
  - 8-10 hours

[4] IMPORTANT DEADLINE:

All of the above material must be submitted by 5 PM, April 12, 2019 to the Cheltenham Township Library System, 215 S. Keswick Ave., Glenside, PA 19038  
Attention: Nathan Schultz, Board Vice President or email it to Carrie Turner at [cturner@mclinc.org](mailto:cturner@mclinc.org)

## **BOARD MEMBER JOB DESCRIPTION**

### **1. Board Meeting Preparation**

- Note and reserve Board meeting dates, times and locations
- RSVP to Director regarding attendance when notice of meeting is sent out.
- Review materials distributed in advance and respond to all pertinent communications
- Submit agenda items to board president and/or Director one week in advance of meeting
- Complete assignments and committee work in a timely manner
- Update Friends information (if applicable)

### **2. Committee Participation (if applicable)**

- Serve on at least one committee; be prepared to attend meetings and report to the Board; respond to emails, and be available for phone consultation.
- Help move forward the charge of the committee
- Coordinate with Director and/or Board President if applicable

### **3. Communication**

- Read and respond to communications in a timely manner
- Use appropriate vehicle for communicating and/or discussing sensitive information
- Act in the best interest of the board; excuse oneself from votes or discussions where there is any conflict of interest
- Work cooperatively and in good faith with staff and other board members towards the achievement of our goals
- Maintain confidentiality

#### **4. Board Member Responsibilities**

- Be prepared to attend and participate at meetings; attend 70% of scheduled meetings.
- Understand the importance of Cheltenham's libraries and be a library advocate
- Encourage and support the director and staff.
- Be willing to make difficult decisions; support intellectual freedom, and act in a non-partisan fashion.
- Participate in discussions; when a decision is made, the Board speaks with one voice
- Be informed about the library and how the system works; become familiar with the library facilities and staff
- Stay abreast of what's going on in the organization; ask questions and request information in order to make responsible decisions on issues, policies and other board matters
- Be familiar with the by-laws and guiding principles of the library system, and act in accordance with them; understand and comply with fiduciary and legal responsibilities.
- Actively promote the library's resources, services and programs, and advocate for library support in the community
- Support the financial health of the library through fundraising committee work
- Be an effective liaison to community groups
- Make an annual financial contribution in an amount that is meaningful to you.
- Attend workshops, courses, and conferences in areas of interest relevant to the Board's work.