CHELTENHAM TOWNSHIP LIBRARY SYSTEM
BOARD OF DIRECTORS INFORMATIONAL POSTING

Cheltenham Township Library System is accepting applications for a volunteer At-Large Member of the Board of Directors. To apply for this volunteer position, please thoroughly read the Role Description, Time Commitment, Board Activities, Requirements, and complete the Application. Return your materials including a Cover Letter and Resume by email to: board@cheltenhamlibraries.org by December 2, 2022, at 5:00 pm.

Role Title
Cheltenham Township Library System (CTLS) Board Member

Role Description
The Cheltenham Township Library Board is made up of seven (7) township residents dedicated to supporting the organization's mission, vision, and values. As set forth in our 2022-2025 Strategic Plan* CTLS' Vision is to be "Enriching, Engaging and Inclusive" by fulfilling our Mission to "meet evolving, diverse needs by being the place where everyone in the community can access resources, share ideas, connect, learn and grow." In support of our mission, vision and values, the board provides strategic and financial oversight, oversees the Executive Director, and contributes time and effort to ensure that the library has appropriate resources and support to operate effectively.

*The 2022-25 CTLS Strategic Plan is available at https://cheltenhamlibraries.org/wp-content/uploads/2022/07/FINAL-CTLS-Strategic-Plan-2022-2025-05-19-22.pdf

Time Commitment
Board members are expected to dedicate a minimum of 10 hours a month to their role. This includes attending Board meetings and serving on one or more standing committees. Board meetings are typically held six times a year on the fourth Wednesday at 7:00 pm in January, March, May, July, September, October, and December. Board meetings are usually 60-90 minutes in length. In-person meeting attendance rotates between the branch libraries and attendance via Zoom is available as needed. Attendance at an annual board retreat is also expected.

The CTLS is a small, working Board and requires each Board member to serve on at least one or more standing committees. The committees meet at regular intervals with some committees meeting monthly while others meet every other month or quarterly. Committee meetings are typically 60-90 minutes in length. A description of the Board standing committees and meeting schedule is attached for your reference.

Board Activities

Activities of the Board include:

Fundraising and advocacy

Leading or participating in one or more standing committees

Participating in ad hoc committees and task forces as needed

Participating in annual board training and retreats

Researching and reading materials related to libraries and board leadership; staying abreast of PA library news; consuming board development materials identified by the board chair. These materials will inform Board members' ability to contribute to CTLS strategic planning efforts

Attending CTLS library events and representing the library in the community.

Preparing for and attending monthly board meetings.

Cheltenham Township Library Board Committees

The CTLS Board has the following standing committees: Executive, Governance, Internal Affairs and External Affairs. From time to time, additional standing committees or ad hoc committees may be established for the study and/or investigation of specific issues pertaining to the Board. Board members will be asked to join these committees as well.

Executive:

The Executive Committee consists of the Officers of the Board, including the President, Vice President, Secretary/ Treasurer, and other officers and/or agents that have been deemed necessary and appointed by the Board. It is the responsibility of the Executive Committee to act for and on behalf of the Board between Board meetings, whenever it appears in the discretion of the Executive Committee that such action is necessary prior to the next Board meeting.

Governance:

The Governance Committee consists of two (2) Board members appointed by the President and approved by the Board. The Governance Committee will work with the Executive Director to support the governance work of the Board. The Governance Committee reviews Board policies and procedures, including the bylaws, and recommends appropriate actions concerning the governance of the Board itself. The Governance Committee identifies Board needs; develops criteria for performance; conducts an annual evaluation of Board performance; makes recommendations to the Board for Officers as well as candidates to be put before the Commissioners for new appointments or term renewals; proposes a calendar of meeting dates for the upcoming year for consideration at a regular or special meeting; and is responsible for the orientation and education of Board Members. The Governance Committee meets monthly unless otherwise noted.

Internal Affairs:

The Internal Affairs Committee consists of two (2) Board members appointed by the President and approved by the Board. The Internal Affairs Committee works with the Executive Director to support the internal affairs work of the Board and CTLS. This work includes all internal and operational issues related to finance, investments, human resources and facilities, certain recommendations of which may require approval of the full Board.

External Affairs:

The External Affairs Committee consists of two (2) Board members appointed by the President and approved by the Board. The External Affairs Committee works with the Executive Director to support raising funds for the CTLS. The External Affairs Committee is authorized to develop and plan fundraising, financial development, community outreach and plans related to the library system's activities to support and enhance the financial viability of CTLS. Public relations, publications and marketing also fall under the work of this Committee.

Requirements

- Applicants must be residents of Cheltenham Township
- A desire to further the vision, mission, and values of CTLS:
  - https://cheltenhamlibraries.org/about-us/vision-mission-values/
- Registered voter
- Familiarity with CTLS system and a library cardholder
- Willingness to make an annual philanthropic gift of a size meaningful to you
- CTLS Board seeks members with skills in the following areas:
  - Fundraising (non-event based fundraising)
  - Building and Facilities Maintenance
  - Libraries and Information Science
  - Advocacy and campaign organizing
  - Board governance
  - Strategic thinking/planning
  - Financial controls and budgeting
  - Public relations and marketing

Application Process

1. Please submit your application to board@cheltenhamlibraries.org **by December 2, 2022, at 5:00 PM.**
   a. Resume
   b. Cover letter describing your interest in serving on the CTLS Library Board
   c. Application
2. Finalist candidates will be interviewed by a committee of the board in early December.