



TRI-TOWNSHIP LIBRARY

Board Member Application Form

Please submit your application to Board@troylibrary.org between 3/5-3/18

Full Name: _____

Mailing Address: _____

Telephone: _____ Email Address: _____

Current Position/Employer: _____

Current Professional/Business/Volunteer Affiliations: _____

The Tri Township Public Library (TTL) would like active participation by our board members. Please indicate skill, experience, and interest that you feel would benefit the Library Board.

- | | |
|---|---|
| <input type="checkbox"/> Finance, Accounting | <input type="checkbox"/> Public Relations, Communications |
| <input type="checkbox"/> Personnel, Human Resources | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Administration, Management | <input type="checkbox"/> Building, Grounds |
| <input type="checkbox"/> Non-Profit Experience | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Policy Development | |

Please list any prior experience serving as a board member for other non-profit organizations.

Please give a brief overview of why you are interested in serving as a board member for TTL.

Please share any other information feel is important for consideration to serve on the TTL board.



What Are the Board Responsibilities?

- Establish strategic plan and annual goals and objectives.
- Determine Library policy.
- Allocate resources through the budget.
- Monitor progress.
- Promote the organization (though you cannot speak for the organization without authorization).
- Recruit future leaders to govern the organization.
- Stay current on issues and trends impacting the organization, membership, and the city.
- Volunteer for committees.

What Are the Expectations of Board Members?

- Attend all board meetings.
- Start and end meetings on time.
- Study and understand the mission statement, bylaws, and strategic plan.
- Volunteer for committees.
- Prepare for meetings by reviewing the agenda and supporting documents.
- Stick to the established agenda during board meetings.
- Treat information and discussions as “confidential”.
- Be respectful of people and ideas.
- Readily communicate with staff for needed information and assistance.
- Promote the organization (though you cannot speak for the organization without authorization).
- Support library programs and events.
- Recruit future leaders to govern the organization.
- Stay current on issues and trends impacting the organization, membership, and the city.