

# CARMEL CLAY PUBLIC LIBRARY



## Board Member Information

The Carmel Clay Public Library (CCPL) is governed by a seven member Board of Directors charged with developing and advancing the Library's mission, ensuring the financial strength of the organization, determining the vision and strategic objectives of the organization and evaluating progress toward these objectives.

CCPL gratefully accepts recommendations/nominations from third parties. CCPL encourages potential board members to personally complete an application after reviewing this informational document, which includes our Board Job Description, Board Member Expectations, and current Board Member Recruiting Profile. For more information about becoming a CCPL Board member, please contact Library Director Bob Swanay at [bswanay@carmel.lib.in.us](mailto:bswanay@carmel.lib.in.us).

## Carmel Clay Public Library's Board Job Description

The job of the Board is to lead the organization toward the desired performance and ensure that performance occurs. The Board's specific contributions are unique to its trusteeship role and necessary for proper governance and management. To perform its job, the Board shall:

- Determine the mission, values, strategies, and major goals/outcomes of the organization.
- Hold the Library Director accountable for developing a strategic plan based on the mission, values, strategies, and major goals/outcomes determined by the Board.
- Determine the parameters within which the Library Director is expected to achieve the goals/outcomes.
- Monitor the performance of the organization relative to the goals/outcomes
- Maintain and constantly improve all ongoing policies of the library.
- Select, fairly compensate, nurture, and evaluate annually a Library Director
- Ensure financial solvency and integrity through policies and behavior that advances the organization.
- Require periodic financial and other external audits to ensure compliance with the law and with good organizational practices.
- Evaluate and constantly improve the Board's performance as the governing board, and set expectations for Board members' involvement as volunteers.

## **Carmel Clay Public Library's Board Member Expectations**

Board members are expected to support the organization and fulfill their duties as Director in the following ways:

- **Attendance.** Board members are expected to prepare for, attend and participate in Board meetings. Board meetings take place at Carmel Clay Public Library and are currently scheduled third Monday of the month, January through December, unless changes are required due to holiday schedules.
- **Financial Support.** Board members are encouraged to support the library through the Friends of the Library and CCPL Foundation.
- **Advancement.** Board members must be dedicated to the advancement of the organization. As such, Board members are expected to open doors/make introductions to friends who may be interested in supporting CCPL in various ways (potential donors, volunteers, etc.)
- **Advocacy.** Board members will understand, support and clearly articulate the Library to the community – its values, mission, goals, objectives, programs and functioning.
- **Committee Service.** Board members will serve on at least one committee, accepting special assignments as requested and as possible, and completing obligations thoroughly and on time.
- **Accountability.** Each Board member will work with the President to develop a specific annual individual action plan – ensuring that each Board member's gifts and talents are used to the fullest and that each member has a positive service experience.
- **Support of the Library Director.** Board members will provide counsel, advice and encouragement to the Library Director.
- **Conflict of Interest.** Each Board member is expected to disclose any conflict of interest.
- **Term of Service.** Board members are appointed for a four year term by one of the following governing bodies: the Carmel City Council, the Carmel Clay School Board, the Clay Township Council, the Hamilton County Council, and the Hamilton County Commission.

### **CCPL's Board Recruiting Profile: 2017**

While no single candidate for the Board will have proven ability in every one of the following effectiveness factors, CCPL is actively seeking applications from candidates with expertise or experience in one or more of the following areas:

Development and Fundraising/event planning  
Marketing expertise and connections  
Policy-making experience (lobbying, legislative, etc.)  
Public Relations/Communications  
Risk Management  
Strategic Planning expertise  
Knowledge of library operations

Education related background  
Community Connections  
State and Local Government experience  
Financial management experience  
Technology background and experience  
Business community experience

In addition, a candidate must be an advocate of the library and ideally have served as a volunteer in the community or a member of a community board.

A candidate must be a resident of Carmel Clay.

Thank you for your interest in serving on the Carmel Clay Public Library Board.