

Pike County Public Library

Prospective Board Member Job Description & Application

The purpose of this application is to enable the current Pike County Public Library Board of Directors to make appropriate choices of board members for service to the library and the community in Pike County.

Applicants interested in serving as a board member should first read and understand the expectations and responsibilities of board membership, and the library's mission, and submit a completed application in a timely fashion. The application should be sent to the library via email at director@pcpl.org or mail to 119 E. Harford St., Milford, PA, 18337.

Pike County Public Library Board of Directors are charged with five primary responsibilities:

- To advocate for the library in the community
- To plan for the future of the library.
- To monitor and evaluate the overall effectiveness of the library.
- To set library policies.
- To hire and evaluate the library executive director.

Pike County Public Library Board of Directors are expected to:

- Support the mission of the library.
- Work as part of a cohesive team with common goals.
- Share skills and expertise.
- Attend board meetings (allowed 3 absences per year)
- Participate actively in board meetings, fundraisers and library events.
- Respect and support the passed decisions of the Board.
- Represent all those whom the library serves.
- Declare conflicts of interest as it pertains to your position on the Board and abstain from voting when appropriate.

**Pike County Public Library
Prospective Board Member Application**

Name _____

Address _____

City _____ State _____ Zip Code _____

Home/Cell Phone: _____ Email _____

Employer _____ Position _____

Work Phone _____

1. Please list boards, committees, and organizations you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious and social).

Organization	Role/Title	Dates Served
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. What other volunteer commitments do you currently have?

3. Why would you like to serve on the Pike County Public Library Board?

4. What challenges and opportunities do you see for the Pike County Public Library, or for libraries in general, over the next few years?

5. How do you feel Pike County Public Library would benefit from your involvement on the Board?

6. Please circle or highlight library committees you feel you can join to further the mission of the Pike County Public Library:

- | | | |
|---------------------|---------------------------|--------------------|
| Fundraising | Strategic Planning | Finance/Accounting |
| Annual Dinner/Party | Human Resources/Personnel | |
| Other _____ | | |

Please circle or highlight items of interest or areas of expertise you feel you can do to further the mission of the Pike County Public Library:

- | | | |
|-------------------------------|--------------------|-----------------------|
| Public Speaking | Policy Development | Youth Events/Outreach |
| Special Events | Grant Writing | |
| Other (please describe) _____ | | |

7. Do you have a Pike County Public Library card? Yes No

8. Do you live in Northeast Pennsylvania year round? Yes No (please explain)

9. Please list a reference:

Name _____ Email _____

Phone Number _____ Relationship _____

10. Are you willing and able to attend board meetings? Yes No

11. Are you willing to interact with board members, staff and volunteers with professionalism and respect? Yes No

12. Are you willing to uphold the responsibilities assigned to you? Yes No

By signing below, I attest that the information I have provided is true and correct. Additionally, my signature represents my agreement to the following:

- I understand and agree to the aforesaid listed Pike County Public Library Board of Directors expectations.
- I understand and agree to the aforesaid listed Pike County Public Library Board of Directors responsibilities.
- I agree to participate pursuant to the policies, procedures and bylaws of the Pike County Public Library;
- and I understand and agree that if conflicts prevent me from performing the responsibilities and expectations as a Board Member, I may be removed from the Board by a majority vote.

Signature _____ Date _____