



Trustee

Reports to: Conrad Public Library Board of Trustees

Employment Classification: Regular Volunteer

Work Hours: 1-15 hours/month, as needed

Terms: 5-year term, no more than two (2) consecutive terms

Overview

The Conrad Public Library Board of Trustees is the governing body of our city/county library and is responsible for: the mission, financial/budget oversight, compliance standards, policy development, personnel management, organizational growth/planning, community relations, and advocacy of the Conrad Public Library.

Qualifications

- Interest in the Conrad Public Library's services, programs, and overall well-being
- Commitment of adequate time for effective participation in Board meetings and decision making
- Agreement to comply with the Conrad Public Library Board of Trustees Code of Ethics
- Knowledge of governing laws/standards, meeting structure, and financial reports, *preferred*
- Residency in Pondera County, *required*
- A valid form of identification, *required*

Responsibilities

- Represent, along with the entire Board as a whole, the interests and needs of the Library
- Maintain an awareness of library issues and trends, and the implications for patrons
- Act as a liaison with the public, government bodies, agencies, and other libraries
- Advocate for and support library services and funding
- Ensure the Library is well-managed, financially secure, and operating suitably for the community

This job description is not, nor is it intended to be, a complete statement of all responsibilities, requirements, and conditions that comprise the position. This job description does not constitute an employment agreement and is subject to change as needed by the Conrad Public Library Board of Trustees and the City of Conrad.

Conrad Public Library employees are employees of the City of Conrad and are subject to applicable sections of the City of Conrad Personnel Manual.

Approved by the Conrad Public Library Board of Trustees: December 17, 2020

Revised: November 21, 2024