



## Lafayette Library and Learning Center Foundation Board of Trustees Job Description

### Participation Expectations

- Serve a two-year term
- Attend an initial orientation
- Prepare for and attend monthly Board meetings
- Participate in trainings requested by the Board

### Key Job Functions

- Have working knowledge of the organization's Strategic Plan and goals
- Set program goals and policies
- Identify and actively cultivate potential and current donors
- Identify and cultivate potential board members
- Serve as an ambassador to the community by promoting the needs and value of the LLLC and building relationships with stakeholders
- Develop and manage a strategic plan and its evaluation cycle
- Administer the City's space use policy and recommend revisions
- Select and participate in an annual evaluation of the Executive Director
- Participate in the annual Board Effectiveness Self-Assessment

### Support LLLCF through

- Minimum commitment of \$500 a year
- Purchase two tickets to annual fundraising event
- Volunteer as one of the hosts at two events per year
- Must participate on at least one committee or task force plus work on one of the following fundraising committees:

- 1) Community Relations and Business Development
- 2) NATL or other annual fundraising event
- 3) Annual giving

### Personal Characteristics

- Commitment to, and enthusiasm for, LLLCF's mission and work
- Community building and collaborative work style
- Accountability for commitments made
- Sensitivity to and tolerance for diverse perspectives
- Ability to listen, analyze, and think creatively
- Ability to work well with people individually and in groups
- Commitment to a philosophy of transparency and inclusiveness
- Adherence to confidentiality expectations and conflict of interest policies
- Personal integrity