

Anchorage Library Foundation 2010 Board Member Application

To apply for a position on the board, please review the attached position description and organizational strategic plan and send this application with your resume to: Board of Directors, Anchorage Library Foundation, PO Box 244714 Anchorage, AK 99524 or info@anchoragelibraryfoundation.org. For questions, contact Mary Rasmussen at 243-7458 or 677-7726. Applications are due by 3/12/2010.

We are filling two open seats in 2010. The number one qualification for applicants is a passion for libraries. All backgrounds and skills will be considered, but we are especially interested in applicants with specific skills in accounting/financial management, nonprofit management, fundraising or marketing/PR. The application process is a competitive one and we select new members based on the board's needs and the current make-up of board members. Qualified applicants will be asked to interview with the board development committee. New board members will receive an orientation prior to their first board meeting. If you are not selected for a board position, we will make every effort to find you other roles within the organization in which you can contribute.

Name: _____

Address: _____

Phone: _____ (Day) _____ (Eve) Email: _____

Employer/Profession: _____

Please attach an additional page(s) addressing the following questions:

1. Provide a brief statement regarding your interest in serving on the Library Foundation board, including any relevant professional, volunteer, or board experience. Also discuss your passion for libraries and your experiences with the Anchorage Public Library, including any specific branches you regularly use.
2. The board meets the second Thursday of the month from 12 to 2 pm at the Loussac Library. Board members are also expected to participate in at least one committee. We have two standing committees that meet monthly and all other committees are ad-hoc, with assignments usually lasting 2-3 months at a time. Would you be able to attend the monthly meeting and what time commitment do you expect you can make to committee work?
3. Fundraising is a high priority for this board. The board makes every effort to properly train members on fundraising work and provide opportunities for all members to participate in a level that is comfortable to them. What is your philosophy on fundraising? Are you a current Foundation donor or Friend of the Library?

References:

1. Name: _____ Relationship: _____ Phone: _____

2. Name: _____ Relationship: _____ Phone: _____

I have read the attached position description and, if appointed, am willing to fulfill the commitments of serving on the board of directors of Anchorage Library Foundation.

Signature

Date



Anchorage Library Foundation

Board of Directors - Job Description

The Anchorage Library Foundation works to promote, fund, and support the long-term vitality of the Anchorage Public Library. Each member of our board believes that free access to well-funded public libraries is vitally important to the long-term prosperity, success, and well-being of our community and its citizens.

The Role of the Board of Directors

1. Ensure fiscal and legal responsibility of the Foundation and help raise resources.
2. Define and oversee our mission and keep it relevant to the needs of our community.
3. Provide strategic guidance to the Foundation.
4. Serve as an ambassador/spokesperson for the Foundation in the community.
5. Ensure continuous board improvement.

Board Member Responsibilities

- A) Attendance:** *I commit to attending board meetings and Foundation events.* 11 monthly board meetings are held on the second Thursday of the month from 12- 2 pm (with a month off in the summer). The board typically holds an additional 4-8 hour retreat/planning session and 3-4 small special events each year. Teleconferencing is available for all meetings for those who cannot meet in person.
- B) Fundraising:** *I commit to participating in fundraising.* Fundraising may include prospect research, making thank you calls, meeting with donors, and/or serving on a fund development committee. All Board Members are expected to make at least one personally significant contribution per year.
- C) Committees:** *I commit to serving on at least one committee.* The finance and fund development committees are permanent; all other committees are ad-hoc, created when needed and dissolved upon completion of the project. Ad-hoc committee projects typically last 2-3 months.
- D) Commitment to Anchorage Public Library:** *I commit to learning about APL and its operations so that I can be an effective advocate for the Library.* As a leading advocacy voice and support system for the Library, it is essential that board decisions reflect the Library's needs and goals.
- E) Participation:** *I commit to understanding my roles and responsibilities and becoming sufficiently knowledgeable about the Library Foundation to make informed decisions.* Members are expected to read the materials sent in advance of meetings and come to board meetings prepared and on time. Members are also expected to ask for clarification on any matters of confusion before making a decision.
- F) Speaking with one voice:** *I commit to actively working towards those decisions and solutions that are in the organization's best interest.* I will listen carefully to other board members and staff with an open mind and an objective perspective, and will respect the confidentiality of the board's business.
- G) Terms & Board Positions:** *I commit to serving on the board for a three year term.* There are no term-limits. The Foundation has a President, Vice President, Treasurer and Secretary.

I agree to these board responsibilities.

Signed: _____

Date: _____

ANCHORAGE LIBRARY FOUNDATION—STRATEGIC PLAN

MISSION STATEMENT

Believing that free public libraries are essential to our community, the Anchorage Library Foundation works to promote, fund, and support the long-term vitality of the Anchorage Public Library.

CORE PURPOSE

Library advocacy and support for the long term

CORE PRINCIPLES

- **ACCESS** – We firmly believe that access to free public libraries is not only a clear benchmark and attribute of a civil society but also one of the keys to the long-term health and prosperity of a civil society.
- **ADVOCACY** – We seek to promote greater knowledge by civic and governmental leaders, and greater awareness within the community at large, of the valuable resources and essential services provided by the Anchorage Public Library (APL).
- **PUBLIC / PRIVATE PARTNERSHIP** – We strive to enhance public support and commitment by seeking private support for APL. We work to connect people who have a passion for libraries with ways to support APL.
- **STEWARDSHIP** – We oversee the management of our funds consistent with our fiduciary responsibility, our mission, and donor intent and purpose.

CORE PROGRAMS

- **FUNDRAISING**
 - Unrestricted funds
 - Restricted funds for endowment and donor-advised funds
 - Grants for particular operations or projects
 - Capital campaigns for particular projects
 - Donor recognition
- **FUND MANAGEMENT**
- **OUTREACH**
- **BOARD AND ORGANIZATIONAL SUSTAINABILITY**