



**Portage Public Library
Volunteer Job Description
Library Board**

General Purpose: Serve on a nine-member Board to support the Portage Public Library Director. The Board works to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the library.

Duties: Volunteers serve a three-year term, with the following responsibilities:

1. Attend meetings of the Board
2. Work with the municipal government to obtain adequate library funding
3. Participate in the development and approval of library policies
4. Advocate for reasonable staff salaries and benefits
5. Assist in the hiring, supervising and evaluating of the library director
6. Act as an advocate for the library
7. Become familiar with the principles and issues relating to intellectual freedom
8. Adopt, review and revise a strategic plan

Time Required: Attendance of scheduled monthly Board meetings lasting between 1-2 hours.

Training Required: Complete a 1-2 hour orientation at on-set. Participate in continuing education opportunities offered through the South Central Library System trainings for trustees, Department of Public Instruction webinars or workshops, Wisconsin Library Association conferences or similar organizations.

Supervisor: Library Director

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