



Foundation Board of Directors Roles and Responsibilities

Purpose of Position

The Board of Directors is legally and ethically responsible for all activities of the High Plains Library District Foundation (herein referred to as the Foundation). The members of the Board are responsible for the following areas: policy administration, finance, fundraising, and public and community relations.

Policy Administration

- Ensures that legal requirements for conducting business are met
- Adopts, amends, and operates within the bylaws of the Foundation
- Formulates policies to fulfill the mission of the Foundation
- Generates internal policies which govern the Foundation
- Develops strategic plans for the future direction and development of the Foundation
- Acts in the best interest of the organization and excuses oneself from discussions and votes where there is a conflict of interest

Finance

- Approves and monitors finances of the Foundation
- Ensures that sufficient funds are available for the Foundation to meet its objectives
- Authorizes and approves annual budget, audit, and 990 for the Foundation
- Manages and maintains properties or investments for the Foundation

Fundraising

- Ensures that sufficient funds are available for the Foundation to fulfill its mission and meet its objectives by:
 - o Making a personally significant gift to the Foundation annually
 - o Offering support personally and through community contacts
 - o Identifying and nurturing individual donors
 - o Identifying and nurturing business contributors
 - o Nurturing the endowment program, preserving investments with long-term focus
 - o Measuring outcomes and evaluating success

Public and Community Relations

- Understands and communicates the mission and purpose of the Foundation to the community
- Serves as an advocate to enhance the image of the High Plains Library District and the Foundation in the community
- Participates in public relations activities within the libraries and the community

Minimum Job Requirements

- Demonstrated interest in goals of the Foundation: *The Foundation's mission is to cultivate information, inspiration, and entertainment for our communities by raising funds to sustain and create literacy programs, collection development, technology upgrades, and capital improvements for our libraries*
- Specific experience and/or knowledge in at least one of the following areas: finance, fundraising, event planning, law, public relations, management/administration, non-profit organizations, or libraries
- Willingness to provide annual support (volunteer, in-kind, or financial) to the Foundation
- Availability to attend quarterly board meetings as well as training and strategic planning sessions
- Willingness to represent the High Plains Library District and the Foundation in the community

Signature

Date