



## **Library Board Volunteer Job Description**

**Purpose:** The Woodburn Public Library Board consists of 7 members appointed by the Mayor. The Board serves in an advisory capacity in setting library policies and priorities. Board members will attend meetings and share their opinions and perspectives on library services and facilities.

### **Responsibilities:**

- Attends all regularly scheduled Library Board meetings.
- Attends special meetings as needed.
- Attends library functions as appropriate.
- Reads board meeting minutes and other materials sent out before the board meetings.
- Participates appropriately in board meetings.
- Visit the library on a regular basis.
- Looks for ways to build a positive image for the library.
- Listens to community needs and concerns.

### **Qualifications:**

- All volunteers must complete a City of Woodburn Volunteer Application and Board Member Application, background check (18yrs+), and orientation.
- Potential Board members must have an interest in the library and a willingness to learn about library issues.

**Time Commitment:** Library Board meetings are held the 2nd Wednesday of January, April, July, and October at 6:30pm in the City Hall council chambers. Meetings last an average of two hours. Volunteers must commit to a minimum of one year.

### **Compensation:**

Volunteers will gain valuable real life experience volunteering for a government organization that they will be able to use on college and job applications. Hours spent at volunteering for the City of Woodburn may also be used for Senior Projects and/or required volunteer hours. Volunteers who perform well may obtain a letter of recommendation or a reference from City staff.