

**BANDON LIBRARY FRIENDS AND FOUNDATION  
(BLFF)  
VOLUNTEER POSITION DESCRIPTION**

**1. Position Title**

BOARD MEMBER

**2. Work Location**

Meetings are held in Bandon Library's Sprague Community Room.

**3. Purpose of the Position**

A BLFF Board Member will advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Bandon Library Friends and Foundation so as to support its mission and needs.

**4. Responsibilities and Duties**

- Regularly attends monthly and annual meetings.
- Ensures that the BLFF adheres to its purpose as reflected in the mission statement, bylaws, policies and other defining documents.
- Monitors progress of BLFF's goals and objectives.
- Acts in the best interests of the BLFF and avoids conflicts of interest.
- Volunteers for and willingly accepts committee work or other assignments and completes them thoroughly and on time.
- Stays informed about organizational and committee matters, prepares well for meetings, and reviews and comments on minutes and reports.
- Gets to know other members and volunteers to build a collegial working relationship that contributes to consensus.
- Participates actively in the board's annual evaluation and strategic planning efforts.
- Participates in fund raising for the organization.
- Becomes familiar with BLFF's finances, budget, and financial/resource needs.

**5. Qualifications**

- An ability to promote and support the mission and goals of the Bandon Library Friends and Foundation.
- A willingness to be alert to community concerns that can be addressed by BLFF's mission, objectives, and programs.
- A desire to help communicate and promote BLFF's mission and programs to the community.
- The ability to maintain contact, via phone and email, with BLFF members and BLFF Board members.

- The ability to abide by the principles found in [Guide to Nonprofit Board Service in Oregon](#). This guide from the Oregon Department of Justice outlines the rights, roles, and responsibilities of a board member.

**6. Commitment Expected**

A Board Member is elected by the BLFF Board for a three (3) year term. Attending BLFF Board meetings requires about 2-3 hours monthly. Additional assignments as a chair or volunteer for a selected BLFF activity or program is encouraged and the additional time requirements for that commitment are recorded separately.

**7. Training**

- BLFF President will assist the volunteer in obtaining orientation and documentation.
- Read materials including the mission statement and the strategic plan; review documentation including past meeting minutes and other historical documents.
- Interview other Board Members.

**8. Other**

None