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# Trustee

**Reports to:** Conrad Public Library Board of Trustees

**Supervises:** Conrad Public Library Director

## Overview

The Conrad Public Library Board of Trustees is the governing body of our city/county library and is responsible for: the mission, financial/budget oversight, compliance standards, policy development, human resource administration, organizational growth/planning, community relations, and advocacy.

## Qualifications

### *Essential*

- Interest in the Conrad Public Library's services, programs, and overall well-being
- Commitment of adequate time for effective participation in Board meetings and decision making
- Agreement to comply with Conrad Public Library Board of Trustees *Code of Ethics*
- Reside in Pondera County (per the bylaws)

### *Significant*

- Knowledge of governing laws/standards, meeting structure, human resources, and financial reports

### *Suggested*

- Become a Montana Library Association (MLA) member
- Accomplish Montana State Library Trustee Certification

## Responsibilities

- Represents, along with the entire Board as a whole, the interests and needs of the Library
- Maintains an awareness of library issues and trends, and the implications for patrons
- Acts as a liaison with the public, government bodies, agencies, and other libraries
- Advocates for and supports library services and funding
- Ensure the Library is well-managed, financially secure, and operating suitably for the community

Approved by the Conrad Public Library Board of Trustees: December 17, 2020