

Prospective Board Member Application

The purpose of this application is to enable the current Manheim Community Library Board of Directors to make appropriate choices of board members for service to the library and its community.

Applicants interested in serving as a board member should first read and understand the expectations and rules of Board membership, read and understand the library's mission statement, and submit a completed application in a timely fashion. The Library Board will conduct interviews of board member applicants and submit their recommendations to the appropriate municipality for their approval.

Correspondence should be sent to:

Linda B. Kean, MLS
Executive Director
Manheim Community Library
15 East High St.
Manheim, PA 17545
717-665-6700
lkean@manheimlibrary.org

Manheim Community Library Board of Directors are charged with five primary responsibilities:

1. Advocate for the library in the community and advocate for the community as a member of the library board.
2. Plan for the future of the library.
3. Monitor and evaluate the overall effectiveness of the library.
4. Set library policies.
5. Hire and evaluate the library director.

Manheim Community Library Board of Director expectations:

- Support the mission of the Manheim Community Library
- Work as part of a cohesive team with common goals.
- Share skills and expertise.
- Dedicate time to attend board meetings.
- Have no more than three consecutive absences from board meetings per year.
- Participate actively in Board meetings, committees, fundraisers, and library events.
- Respect and support the majority decisions of the Board.
- Represent all those whom the library serves.
- Declare conflicts of interest as it pertains to your position on the Board and abstain from voting when appropriate.



MANHEIM COMMUNITY LIBRARY

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manheimlibrary.org
717.665.6700

Prospective Board Member Application

Name: _____ Home Phone: _____

Email: _____ Cell Phone: _____

Address: _____

Occupation: _____ Retired? _____

Business Address: _____

Bus. Email: _____ Bus. Phone: _____

Please check the areas of expertise/contributions you feel you can make to further the mission of the Manheim Community Library:

Advocacy

Human Resources/Personnel

Affiliations

Program Evaluation

Finance/Accounting

Nonprofit Experience

Media/Public Relations

Strategic Planning

Fundraising

Policy Development

Public Speaking

Grant Writing

Special Events

Library Experience (please describe): _____

Other: _____



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Do you have a Library System of Lancaster County Library card? _____

In which municipality do you live?

Will you attend monthly Board meetings at 6:00 p.m. on the second Monday of each month, January through December? _____ Yes _____ No _____ Most Times

Will you attend other planned meetings and functions? _____ Yes _____ No

Will you attend training session(s) for Board Members? _____ Yes _____ No

Directors are expected to contribute financially to the library annually. Is this acceptable to you?
_____ Yes _____ No

Please check all volunteer areas of interest:

___ Personnel Committee

___ Governance Committee

___ Fundraising Committee

___ Finance Committee

___ Capital Campaign

___ Strategic Planning Committee

___ Public Relations Committee

___ Building Committee

Please list boards and committees you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, and social).

Organization	Role/Title	Dates Served



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Why would you like to serve on the Manheim Community Library Board?

How do you feel the Manheim Community Library would benefit from your involvement on the Board?

By signing below, I attest that the information I have provided is true and correct. Additionally, my signature represents my agreement to the following statements:

- I understand and agree to the Manheim Community Library Board of Directors expectations;
- I understand and agree to the Manheim Community Library Board of Directors responsibilities;
- I agree to participate pursuant to the policies, procedures, and bylaws of the Manheim Community Library;
- and I understand that if conflicts prevent me from performing the responsibilities and expectations as a Board Member, I may be removed from the Board by a majority vote.

Signature

Date