

William B. Ogden Free Library
BOARD MEMBER RECRUITMENT GUIDELINES

The following guidelines are meant to assist the William B. Ogden Free Library's Nominating Committee in their work to locate qualified candidates to serve as members of the Board of Trustees.

- Whenever feasible, candidates should have direct, personal knowledge of WBOFL through current or past use of its resources or through current or past service on its board or committees.
- Candidates must reside, own property or own a business with a Walton address.
- Candidates must be at least 18 years of age.

Before approaching potential candidates, the Nominating Committee should review the current make-up of the board to assess its level of diversity. The committee should seek to build a diverse membership inclusive of age, occupation, life experience, gender identity, and length of residency. In general, the following knowledge, skills, and abilities are desirable qualifications for potential trustees.

1. Experience related to the management of nonprofit organizations and working with volunteers.
2. Familiarity with WBOFL's mission, resources, and programs.
3. Ability to make a time commitment to meet the functions of the WBOFL Board. The board has six scheduled meetings a year, occurring every other month. Members should have the initiative to participate in projects, committees, or task forces as requested, and to complete at least two hours of trustee education annually in accordance with NY Education Law 260-d. In addition, each board member must complete an annual sexual harassment training as required by New York State.
4. Good decision-making abilities planning skills, analytical ability, and leadership skills.
5. A commitment to library advocacy on a local, state, and federal level.

Steps

1. Prospective candidates will be asked to fill out a questionnaire of interest.
2. After reviewing applications, the nominating committee will meet with candidates to discuss board service and to provide basic information regarding the role.
3. Candidates will be invited and encouraged to attend a board meeting.
4. If steps 1-3 are successful, the candidate will be presented to the board for vote at its annual meeting.
5. The newly elected board member will be given a full orientation by the nominating committee. Current members who want a refresher are encouraged to attend as well.