



SMPLF Board of Directors Key Roles and Responsibilities Agreement

OUR MISSION

The San Mateo Public Library Foundation (SMPLF) builds a community of Library advocates and donors by amplifying the Library's vision and inspiring pride in its accomplishments.

We provide financial support to the Library, enhancing its impact on our community and ensuring its long-term vitality, particularly in these areas: children and teen programs; literacy programs; job seekers programs; tech lending library; cultural programming; and capital projects.

BOARD ROLES AND RESPONSIBILITIES

As part of my responsibilities as a SMPLF board member:

- 1. COMMUNITY VISIBILITY:** I will give visibility to the organization's work by talking about SMPLF to my networks and attending external events as a board member.
- 2. ATTENDANCE AND ACCOUNTABILITY:** I will attend at least 8 monthly board meetings. I will be accountable for completing work I commit to and RSVP my attendance for board meetings or board committee meetings at least one day in advance to SMPLF staff (for board meetings) or the committee chair (for committees on which I serve). I will respond promptly to emails from staff, board leadership, and committee chairs.
- 4. PERSONAL GIFT:** Each year I will make a personal financial contribution at a level that is meaningful to me (e.g., a contribution that is equal to or greater than your most generous charitable contribution).
- 5. FUNDRAISING:** I will actively participate in one or more fundraising activities, asking others to make donations, organizing an event or supporting staff in donor and foundation contacts.
- 6. INTEGRITY:** I will act in the best interests of the organization, disclose any potential conflicts of interest and recuse myself from discussions and votes where I have a conflict of interest.
- 7. PREPARATION AND PARTICIPATION:** I will stay informed about the activities and current issues at SMPLF. I will ask questions and request information. I will participate in and take responsibility for decision-making on issues, policies and other board matters.

8. **PARTNERSHIP:** I will work in good faith with staff and other board members as partners towards achievement of our goals. I will hold myself and others accountable to our commitments, and in the case I can no longer meet my commitments, I will communicate with the board President(s). I will do my best to recruit new board candidates when the end of my term is approaching.

In turn, SMPLF will be responsible to me in several ways:

1. **PREPARATION:** I will be sent an agenda and materials at least two days prior to the board meeting. The organization will help me perform my duties by keeping me informed about issues addressing educational equity challenges, SMPLF's execution of strategic SMPLF through programs and services.

2. **SUPPORT & TRAINING:** I will be offered opportunities for development as a board member to build my skills and capacity to serve.

3. **COMMUNICATION:** Board members and staff will respond directly to questions that I feel are necessary to carry out my fiscal, legal and ethical responsibilities to this organization.

4. **ACCOUNTABILITY:** If SMPLF does not fulfill its commitments to me, I can call on the board president to discuss the organization's responsibilities with me.

TIME COMMITMENTS

- Participation and attendance of SMPLF's board meetings require an average of 2-3 hours per month. Seven board meetings are held throughout the fiscal year on the third Tuesday at 6:00-7:30pm in the Oak Room of the Main Branch of the San Mateo Public Library (55 W Third Avenue, San Mateo, CA 94402) or virtually via Zoom, unless otherwise specified. See board calendar for full meeting schedule.
- In addition, board members are expected to participate in board work outside of meetings, such as time for committee meetings, developing or reviewing policies, working with staff, and volunteering at and attending events, etc.

I have read and understand my roles and responsibilities as a SMPLF board member:

Name: _____ **Date:** _____