

MAXWELL MEMORIAL LIBRARY BOARD OF TRUSTEES

APPLICATION FOR APPOINTMENT

Thank you for your interest in becoming a member of the Board of Trustees of Maxwell Memorial Library. All information in this application will remain confidential. Per the Library's By-Laws, Trustees must live in the Library's service area. Please call the Board President with any questions. Return the completed application to the following:

ATTN: Board of Trustees President
Maxwell Memorial Library
Camillus, New York 13031

Full Name:

Home Address:

City: State: Zip:

Home Phone: Cell Phone:

Email: Fax:

Employer:

Position:

Business Address:

City: State: Zip:

Work Phone: Work Email (optional):

Preferred mailing address: ___ Home ___ Work Preferred email address: ___ Home ___ Work

May we contact you at work? ___ Yes ___ No If yes, what time is the best? _____

In case of emergency, whom should we contact:

Name: Relationship:

Phone: Cell Home

Have you ever served on the Board of any other charitable, civic, or business organization?

Yes No

If yes, please list organizations and the years on which you served on those Boards.

Are you currently volunteering, in any capacity, with any other charitable, civic, or business organizations? Yes No

If yes, please list organizations and any positions that you currently hold with those organizations.

Have you ever been asked to relinquish a volunteer position including a Board position?

Yes No If Yes, please explain:

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the Library Board AND the reason why you are interested in being appointed:

Do you speak any language(s) other than English?

References - The following individuals are qualified to comment on my capabilities [please list at least two]:

Library Trustee Duties and Responsibilities include but are not limited to:

- Create and develop the mission of the library;
- Select, hire and regularly evaluate a qualified library director;
- Secure adequate funding for the library's service program;
- Exercise fiduciary responsibility for the use of public and private funds;
- Adopt policies and rules regarding library governance and use;
- Regularly plan and evaluate the library's service program;
- Maintain a facility that meets the library's and community's needs;
- Promote the library in the local community and in society in general;
- Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff and public.
- Attend monthly meetings and serve on standing or special committees which may require additional meetings beyond the regular monthly Board meetings.

I have completed and reviewed this application and attest that the information that I have provided is true. I understand the responsibilities of a Library Trustee. I am volunteering my time for personal reasons. I understand I will not be paid for my services as a Board Member or as a volunteer in any other capacity, and I expect no compensation.

By signing below, I am agreeing to all terms, conditions, and statements listed

Applicant's Signature: _____ Date: _____