



Prospective Board Member Declaration of Interest

Mail: 7 Avenida Vista Grande B7-192, Santa Fe, NM 87508-9199

TEL 505.466.7323 - www.vglibrary.org

Thank you for your interest in serving as a Board Member of Vista Grande Public Library. With a mission dedicated to serving the public, we seek a broad-based Board to guide VGPL’s policy direction and ensure that accomplishes its mission. Please review the full position and candidate specifications in our **Expectations and Duties** document. If you have any questions, please contact us at nominatingcommittee@vglibrary.org.

PROCESS FOR DECLARING INTEREST AND INITIATING REVIEW PROCESS

STEP 1: Complete this form to initiate the candidate review process.

STEP 2: The Nominating Committee will schedule an interview with you so you may learn more about what the Board does and the Board can learn more about you.

STEP 3: Nominations are made in July at the Annual Membership Meeting or during the year if a Board vacancy has occurred.

INSTRUCTIONS

Please save this document to your computer and complete it accordingly. Then, attach it to an email, along with a copy of a recent resume, and send to nominatingcommittee@vglibrary.org.

Date	
Name	
Mailing Street Address	
Mailing City, State, Zip code	
Telephone Home/Mobile	
Email Address	

Please describe briefly how you came to be interested in serving on the VGPL Board.

From our experience, Board Members spend a minimum of 10 hours per month on library activities. Depending on your level of involvement and commitment, this time might increase. Do you see this as a problem?

Please check your skills below.

- Use email regularly
- Create/edits Word documents
- Create/edit Excel spreadsheets
- Create press releases/marketing materials
- Have experience with GiftWorks software
- Have experience with QuickBooks software
- Have data entry experience
- Have chaired public event committees
- Have experience in 501c3 or nonprofit governance

- Have successfully solicited for fundraisers
- Have grant writing experience
- Have a network of local friends professional contacts
- Have accounting and or tax preparation experience
- Have experience managing a website
- Have human resources experience
- Enjoy working with people

We are a working board and there is an expectation that all Board members are actively involved -- as an officer, committee chair or chair in fundraising events. Please check below the areas where your skills, experience and interests fit best and highlight an example.

Example:

- Board Officer (e.g., President, Treasurer)
- Board Officer (President, Treasurer)
- Development
- Nominating
- Community Relations/Outreach
- Exhibitions
- Strategic Planning or Policy Development
- Book Sale Events
- Summer Fling/Ice Cream Social

If you were selected to serve on the Board, what objectives would you like to accomplish for the betterment of the library?

Thank you for considering serving the Vista Grande Public Library. We look forward to meeting you!