



Mail: 7 Avenida Vista Grande B7-192, Santa Fe, NM 87508-9199  
Location: 14 Avenida Torreon, by El Dorado Community School

**Position Description: President, Board of Directors**

Date: 29-Nov-2018

## About the Position

Overall responsibilities of the President and other Board officers are outlined in the current *Bylaws*:

**Article 7, Section 1. President:** The President shall preside over and conduct all meetings of the members and Board of Directors. The President shall appoint all committee chairs and shall be an *ex officio* member of all committees created by the Board of Directors. The President shall not serve as a promotional or operational committee chair. All official papers and all contracts entered into by the Library shall be signed by the President. An annual report shall be presented by the President at each yearly membership meeting. The President shall be the representative for the Board of Directors in all advisory and personnel matters related to the Library Director. The President shall serve as the direct supervisor of the Library Director. (VGPL Bylaws, approved 17-Apr-2018)

## Relevant Policies and Procedures

The President shall be familiar with **all** VGPL policies; current versions are available on the VGPL website.

Key procedures include:

- Manage Board meetings
- Manage Master calendar
- Process Nominations to the Board
- Issue *Library News*

These procedures may be found on the server – COMMON/PROCEDURES.

## Key Job Responsibilities:

1. **Monthly Board Meetings.** The President is responsible for scheduling monthly board meetings and the annual membership meeting and preparing agendas for each meeting in collaboration with the Executive Committee and the Library Director.
2. **Annual Membership Meeting.** In collaboration with the Executive Committee and Library Director, the President prepares the agenda and materials for the Annual Membership Meeting and presents the Annual Report.
3. **Committees.** The President appoints all committee chairs and is an *ex officio* member of all committees.
4. **Executive Committee.** The President schedules and chairs VGPL Executive Committee meetings.
5. **Signatory Responsibilities.** The President approves and signs all official papers and contracts entered into by VGPL and is authorized to sign checks.
6. **Annual Budget.** The President participates in the annual budget development process and ensures that it is submitted to the Board for discussion at the May Board meeting and approval at the June meeting.

7. **Master Calendar.** The President is responsible for development of the annual master calendar and ensures that these items are accomplished as scheduled.
8. **Fundraising Support.** The President supports all VGPL fundraisers including participation in solicitation of local businesses for financial support as a Business Partner or a Summer Fling auction donor. The President and Development Chair are responsible for assuring that major donor solicitations (e.g., matching campaigns, planned giving appeals) are completed on schedule. Personal donor contacts may be part of this process.
9. **Tax Reporting.** The President works with the Treasurer to ensure that tax reporting is timely.
10. **Policy and Procedures.** The President leads the process for scheduled review of all policies and ensures that procedures are up to date for all major business processes.
11. **County Liaison.** The President is the liaison with Santa Fe County for all communication concerning General Obligation Bonds; close coordination with the Library Director and IT committee is expected.
12. **Library Director.** The President is the representative for the Board in all advisory and personnel matters related to the Library Director and is the direct supervisor of the Library Director.