

## **BOARD MEMBER – Records Management and Secretary**

### **POSITION DESCRIPTION:**

The Friends of the Vancouver Public Library is a charitable organization dedicated to creating opportunities for individuals and communities to engage with and support the Library and their local branches. With the support of its many and diverse members, the Friends operates the book'mark store and organizes quarterly book sales that have raised over \$1 Million for library programs across the city.

The Friends are currently seeking up to five (5) motivated individuals with a passion for community, learning, and giving back to serve on their Board of Directors. We are seeking new Board members who have a background and/or expertise in one or more areas of **records management, document control, archives, business administration, and board secretarial experience** to help the organization manage its internal records in accordance with industry best practices and fill the Board Secretary role (currently vacant).

Each Director will serve a term of two (2) years up to a maximum of three (3) terms and a total of six (6) years. This engaging and rewarding volunteer position is a great opportunity for people who are interested in governance, fundraising, advocacy and awareness of libraries, and project leadership.

Learn more about our Strategic Plan [here](#).

### ***Perks:***

- Gain and consolidate leadership and governance skills
- Flexible time/location volunteer opportunity
- Working with and meeting a great group of people
- Being part of a mission-driven organization

### **DELIVERABLES/DUTIES:**

#### ***Board Member Responsibilities:***

- Attend bi-monthly board meetings. Meetings are held at 6pm on the third Wednesday every other month via Zoom video conferencing.
- Serve on one of our three committees which meet monthly or bi-monthly: Governance, Finance, and Executive
- Liaise with other Friends board members, General Manager, and leaders of volunteer initiatives to coordinate and promote volunteering with Friends
- Attend occasional events (e.g. Volunteer Appreciation brunch in February, Book Sale, and AGM in May.)

### **QUALIFICATIONS:**

***Desired Attributes:*** The Friends of the VPL Board is focused on the big picture with an eye to the future. We value and encourage diverse perspectives, as we know that being able to explore a situation from multiple perspectives enables us to make better decisions. Qualities and attributes that we look for in all Board Members:

- A passion for volunteering and the not-for-profit sector
- An interest in good not-for-profit governance
- Open-minded and willing to explore conflicting ideas
- Willing to take responsibility
- Expertise in one or more areas such as records management, archives, document control, business administration, board secretarial experience, leadership, governance, policy development, and strategy
- Interest in taking on the role of Board Secretary in the upcoming year (role currently vacant)

We have a strong organizational commitment to equity, diversity and inclusion and, as such, strongly encourage applications from candidates that can provide an underrepresented minority perspective including, but not limited to: race, disability, class, age, ethnicity, sexual orientation, sexual identity, family status, income, place of birth or religious affiliation.

**Training Provided:** New board members are provided with an orientation to their role and responsibilities as a Friends of the VPL Board Member, as well as the mission and work of the organization. You will be provided with a written board handbook (in digital format) and will have the opportunity to review it with an experienced board member. In addition, you will be introduced to your fellow board members, the staff team, and will be paired with an experienced board member who will act as your mentor for the first 6-12 months.

**Commitment:** Approximately 5-10 hours per month for two years.

- Board members are elected to two year terms at the AGM. Board service requires a commitment of 5 hours per month, including a bi-monthly meeting held via video conference at 6pm on the third Wednesday every other month.
- In addition, board members are expected to serve on a committee or task force. This requires approximately 5 hours per month, depending on the committee.
- On occasion, meetings may take place in-person at the Vancouver Public Library in downtown Vancouver. The meetings are accessible by public transit and to those with physical disabilities. There is parking available in the building and on the street.

**Evaluation:** Self and by the Board, annually.

**VOLUNTEER SKILLS:**

- Records Management
- Archiving
- Document Control
- Business Administration
- Board Secretarial Experience
- Policy Development
- Governance
- Strategic Planning
- Leadership

**ROLE IS SUITABLE FOR:**

- Student
- Adult
- Senior
- English as a second language (ESL)
- People with physical disabilities

**HOW TO APPLY:**

Please submit your resume and a letter explaining your interest in the role

**CONTACT PERSON:**

Paula Gurgel, General Manager

**CONTACT E-MAIL:**

friends@friendsofthevpl.ca

Applications are due by February 29, 2024

[Updated 2024-01-21 by Devon]