Books for Keeps Board Membership

Board member terms are three years, and members may serve two consecutive terms on the Books for Keeps board. Members may serve a third term, but only after taking a one-year leave of absence from the board.

Board and committee meetings take place on the third Monday of the month, at 5:30 p.m., in Athens, unless an alternative meeting space is arranged in one of Books for Keeps’ other service communities. (January meetings are our annual retreat; May meetings are subject to cancellation due to Books for Keeps’ annual give-aways in the schools during that month; December is reserved for the holiday party.)

**As part of board service, members are generally expected to:**

* Believe in the purpose and mission of Books for Keeps, and act reasonably and prudently as its steward. Ensure that the organization does the best work possible in pursuit of its goals, and be a champion of Books for Keeps in the community.
* Oversee fiscal, personnel, insurance, and legal matters.
* Interpret the organization’s work and values to the community, represent the organization, and act as a spokesperson.
* Actively participate in board meetings, committee meetings, and special events. Board meetings take place once monthly, on the 3rd Monday of the month
* Make a personal unrestricted financial contribution at a level that is personally meaningful to them.
* Actively seek annual and/or event sponsors
* Understand the various aspects of the Books for Keeps enterprise, including book acquisition, warehouse operations, book distributions, and literacy mentorship.
* Stay informed about what is going on in the organization: ask questions, request information, take part in and take responsibility for decision-making on issues, policies, and other board matters.

**Specific expectations:**

* Committee service - all board members are required to serve on at least one committee. Officers are expected to serve on two.
	+ Standing committees: Executive (board officers only); Governance; Internal; External
	+ Ad hoc: Strategic planning; Policy; Book Fair; others as needed
* Fundraising
* Event participation
* Annual Retreat attendance

All new board members will meet with the BFK Executive Director (ED) and 1 executive committee member at the start of their term. During this onboarding process, using the strategic plan and organization calendar, a board member work plan will be discussed to help assist the new member fulfill their board service expectations.

**Please sign and date below to acknowledge your understanding of the Books for Keeps Board Member Expectations as agreed upon by the full board.**

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Your Name Printed

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Your Signature

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Date