

# **DALY CITY LIBRARY BOARD OF TRUSTEES JOB DESCRIPTION**

The Daly City Library Board of Trustees is a volunteer unpaid group of individuals established per statutory authority in the Daly City Municipal code, Title 2, Chapter 2.26. Each of the five members is appointed by the Mayor by and with the consent of the City Council for a term of three years.

## *Mission Statement*

*The Daly City Library Board of Trustees in its advisory role shall:*

- *Advocate literacy for all ages and all people*
- *Communicate constituent needs to the City Council and Library staff*
- *Facilitate fulfillment of the Library's future needs and vision*

## **QUALIFICATIONS**

Resident and registered voter of Daly City  
Interest and motivation to serve the public

## **RESPONSIBILITIES**

Fulfill role outlined in the Mission Statement

Attend monthly Board meetings

Advise Library Director and staff on policies

Review and approve Board Policies and bylaws

Collaborate in the writing of the Annual Report

Participate in commission activities

Participate in Legislative Day activities

Attend Board orientation and training

Be familiar with the state's Ralph M. Brown Act (open public meeting law)