



**Portage Public Library  
Volunteer Job Description  
Foundation Board**

**General Purpose:** Serve on a Board of Directors of no less than three and no more than twenty-one to support the Portage Public Library in meeting the mission and vision set forth. The principle officers of the Foundation Board includes: a chairperson, vice chairperson, secretary and treasurer. This Board works to oversee donations that can be used to improve, upgrade or benefit the library in future goals.

**Duties:** Volunteers serve a three-year term, with the following responsibilities:

1. Attend meetings of the Board
2. Raise funds, invest and secure financial support through Planned Giving and other investments for specific and/or substantial library needs and activities
3. Act as an advocate for the library

**Time Required:** Attendance of regularly scheduled Board meetings lasting between 1-2 hours.

**Training Required:** Thorough understanding of the Foundation By-Laws is required. Participate in strategic planning, become familiar with the hours and operation of the library and cultivate the needs and interests of the community central to the library's focus.

**Supervisor: Library Director**

**3/15/2022 db**