

Board Expectations

As the highest leadership body of The Station North Tool Library (SNTL), the board holds legal and fiduciary responsibility for the organization and makes sure that expectations around governance, accountability, and oversight are met. The board works to ensure the sustainability of the organization and that the organization serves the best interests of the public.

Board terms are one year, with the option of two additional two-year terms for a total of five maximum years. After a one-year hiatus, board members may re-apply to join the board. Committee members have unlimited terms, and with limited exceptions pertaining to sensitive subject matter, are not required to be board members

EXPECTATIONS OF THE BOARD AS A WHOLE

- Advocate for the organization and represent SNTL to the public.
- Ensure SNTL's financial health and participate in budget planning.
- Oversee hiring, firing, and evaluation, and salary adjustments for staff directors as necessary.
- Actively build and maintain a strong board and committees.
- Develop and manage processes for board recruitment, tenure, structure, and composition.
- Assess, amend, and approve SNTL's bylaws, board handbook, and the board's meeting/voting structures.
- Document the board's code of conduct, culture, and expectations.
- Establish fundraising roles and requirements of the board.
- Oversee efforts to keep the organization's mission and vision up to date.
- Provide guidance and professional advice to staff as needed and appropriate.

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

- Commit to an initial 1 year term with option to renew.
- Be communicative about your changing availability, progress, needs, and concerns in your role.
- Prepare for, attend, and conscientiously participate in at least 80% of board meetings. (There are typically 6-8 board meetings per year which are scheduled with group input.)
- Maintain an active membership with the Station North Tool Library, renewed at an annual amount that is meaningful to you.
- Serve as an active advocate and ambassador for the organization.
- Volunteer in the tool library for one shift or more per quarter (This is to maintain familiarity with the tool library's operations, volunteers and users. Board members will not be expected to be there independently, but may choose to go through the full librarian training.)
- Participate in one or more committees or work groups, which advise and contribute to day-to-day programming and operations.
- Dedicate meaningful time and effort between board meetings to progress your individual commitments (keep reading for more information about individual commitments).

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INDIVIDUAL BOARD MEMBER COMMITMENTS

The Station North Tool Library does not have a minimum donation or fundraising requirement for members. We also ask board members to articulate their own planned, measurable contributions to the organization that may or may not be financial.

At their second board meeting, members will share what commitments they are making with the rest of the board.

Individual commitments take the form of specific and actionable goals. Some examples are listed here, but this list is far from exhaustive and each board member is empowered to identify their own commitments based on what they find at the intersection of their skills/interests and the tool library's needs. Some members may make multiple commitments, and some may only have one. We trust each board member to be realistic about what they can take on.

Examples of personal commitments

- I will represent SNTL at four neighborhood meetings or events in the next eight months.
- I will chair the fundraising committee for one year.
- I will conduct analysis of the membership data to assess retention rates and reasons for non-renewal.
- I will secure three in-kind donors for at least \$1500 worth of tools.
- I will survey the public needs in three nearby neighborhoods.
- I will be the primary editor for the annual report.
- I will find three achievable grant opportunities for SNTL.
- I will help the by-laws team/committee complete a review of the existing documentation.
- I will coordinate volunteers to increase our social media presence.
- I will coordinate a team to flyer in three neighborhoods this summer.
- I will donate \$500 OR I will raise \$2500.
- I will lead a team to review and update the website within 4 months.
- I will find and supervise a pro-bono legal review of SNTL's documentation.

This policy was influenced by [Community Centric Fundraising](#) and adapted from the [Chicago Tool Library](#), along with many other portions of this document.