



**VILLAGE LEARNING PLACE, INC.  
2521 ST. PAUL STREET  
BALTIMORE, MARYLAND 21218**

**POSITION DESCRIPTION**

**POSITION:** Member, Board of Directors

**MISSION:** To promote literacy, cultural awareness, and lifelong learning by providing free access for all ages to information, resources, and educational programs.

**VISION:** Our purpose is to be a leader and model in delivering high quality library services and educational programs in the City of Baltimore. The Village Learning Place will serve as an anchoring institution, a symbol of community pride, and a partner in creating a healthy and cohesive community. The Village Learning Place will provide services that help people achieve their personal potential and strengthen them intellectually, socially, economically, and culturally.

**RESPONSIBILITIES:**

To contribute his/her efforts to guide the organization towards its vision and mission, members will:

- Attend and participate in board meetings – regular meetings, special meetings, annual planning sessions – to monitor and guide the organization’s progress in obtaining results for the community
- Participate actively on at least one standing committee. Attend and participate in committee meetings, to monitor and guide the organization’s progress in obtaining results for the community
- Volunteer for and willingly accept assignments, and complete them thoroughly and on time
- Participate in the organization’s special events, both as a representative of the community and to provide support
- Prepare in advance for meetings to make educated decisions through review of materials, minutes, discussions, etc.
- Act as an ambassador for the organization, by not only representing the community to the organization, but also representing the organization to the community.
- Always act with prudence and ethics, adhering to the values and the policies of the organization, and putting the best interests of the organization (and therefore the community) before your own
- Continually educate oneself on those issues related to the mission of the organization
- Avoid, and where impossible to avoid, disclose conflicts of interest

- Build a collegial working relationship with other Board members that contributes to consensus
- Actively participate in fund raising for the organization
- Assist in identifying and recruiting other board members
- Actively participate in strategic planning for the organization

**QUALIFICATIONS:**

- Understands the vision and mission of the VLP and has genuine concern for its constituents
- Willingness to make requisite time commitment
- Ability to listen well and be thoughtful in considering issues
- Team player – works well in a group
- Dedicated
- Ability to focus on big picture issues

**HOURS REQUIRED:** 6-8 hours per month

- Board meetings held bi-monthly lasting between 2-3 hours
- Committee meetings held bi-monthly lasting 1-2 hours
- Additional tasks and assignments outside of meetings not to exceed total time commitment of 6-8 hours per month
- Two-hour Annual Meeting & Reception in May or June
- One-day Board Retreat scheduled annually
- Attend organization's Read Between the Wines fundraiser in April and participate in development efforts for this event

*Background check required for all volunteers.*