



San Diego Public Library Foundation Committee Member Statement of Interest

Thank you for your interest in joining the San Diego Public Library Foundation's volunteer leadership!

About the San Diego Public Library Foundation:

Established in 2002, the San Diego Public Library Foundation is a 501(c)(3) non-profit organization with the primary responsibility to raise funds to support and advance the programs and resources in the San Diego Public Library's 36 branches.

Our Mission:

The Library Foundation strengthens communities by supporting excellence in the San Diego Public Library system through philanthropy, advocacy, and outreach.

Our Vision:

Those who dream of a better life deserve the means to achieve it. The Library Foundation ensures our local libraries embody that ideal by growing the support base and funding vital education programs that help people learn new skills, pursue lifelong ambitions, and achieve their dreams.

Our Board of Trustees and Board Committees:

The Library Foundation is governed by a community-minded, volunteer Board of Trustees who believe in the mission and vision of our Foundation; the Board is aided by various Board Committees composed of Board members, non-Board volunteers, and Foundation staff. The Board of Trustees and most Committees meet six times per year. A summarized description of current Committee opportunities can be found on Page 4.

As the San Diego Public Library serves every citizen in the City of San Diego, so, too, does the Foundation. We strive to reflect the rich diversity of this region and to facilitate inclusive and equitable participation throughout the organization's volunteer leadership, staffing, and activities, particularly by historically underrepresented groups. The Foundation acknowledges that personal identity is complex and various, and prioritizes seeking new voices throughout our recruitment efforts. A broad understanding of inclusion is employed that includes, but is not limited to: race, ethnicity, national origin, class, gender identity and/or expression, sexual orientation, disability, age, and religion.

Committee Member Key Responsibilities:

- Regularly attend and actively participate in committee meetings.
- Be familiar with and follow Library Foundation policies and procedures.
- Be an advocate for the Library Foundation and the San Diego Public Library system by telling others of the value of Libraries in our community.
- Assist in identifying talented individuals passionate about Libraries who would be an asset to the organization

A full listing of Committee Member expectations can be found on Page 5.

Contact Us:

Mailing: Attn: Jerry Tomaszewicz, Chief of Staff
P.O. Box 120391, San Diego, CA 92112

Location: San Diego Central Library @ Joan A Irwin Jacobs Common
330 Park Blvd, San Diego, CA 92103

Office: (619) 238-6619 / Fax: (619) 615-2127

Email: office@supportmylibrary.org

Web: www.supportmylibrary.org

Please use this form to provide valuable information about yourself to aid in advancement through the nomination process. You may attach separate pages if necessary.

Statement of Interest

Please tell us about your love of libraries:

Committee Participation

What would you like to derive personally from your participation on a committee (e.g. what types of experiences, skills to develop, interests to cultivate, etc.)?

Skills and Expertise

Please list any specific skills or areas of expertise you have and would like to share during your committee service:

Which Committee(s) are you interested in joining? A description of each Committee is on Page 4.
Check all that apply:

- Advocacy and Public Policy
- Audit Committee
- Finance Committee
- Governance Committee
- Marketing and Communication Committee
- Nominating Committee

Personal Information

The following information will be shared with the relevant Committee Chair(s):

Name: (include any nickname you prefer): _____

Mailing Address: _____

Email Address: _____

Preferred Phone: _____

Other current organizational affiliations

Please share the names of your other current organizational affiliations and your role(s) at each:

1. _____
2. _____
3. _____

Agreement and Signature

By submitting this Statement of Interest, I understand that if I am accepted as a Committee member I am committing to follow the bylaws, policies, and procedures that govern the organization, and I will participate to the best of my ability to help advance the mission of the Foundation.

Name (printed): _____

Signature: _____

Date: _____

Application Directions:

Please complete this form, attach a brief bio, and submit all materials to office@supportmylibrary.org, or by mail to the mailing address listed on Page 1.

Attachments:

- Standing Board Committees Descriptions – page 4
- Committee Member Responsibilities Agreement – page 5

Advocacy & Public Policy Committee

The Advocacy & Public Policy Committee supports the Foundation’s advocacy and public policy efforts by collaborating with the Friends of the San Diego Public Library and the Library Commission to educate elected and City officials on the continued value, relevancy, and existing needs of the Library, and to advocate for the resources required to build and sustain a world-class Library system that supports and enriches our community by providing transformative educational and enrichment programs to all San Diegans. Much of the committee’s work is done outside of the committee’s bi-monthly meetings.

FY22 meeting schedule: first Tuesday of even-numbered months from 12-1:30 p.m.

Audit Committee

The Audit Committee oversees all material aspects of the organization’s financial reporting, internal controls, and audit functions, except for those specifically related to the responsibilities of another standing committee. The committee includes a particular focus on the qualitative aspects of financial reporting, compliance with significant applicable legal, ethical, and regulatory requirements, and maintaining strong positive working relationships with management, external auditors, counsel, and other committee advisors.

FY22 meeting schedule: at least twice a year, with days and times determined as needed

Finance Committee

The Finance Committee monitors the financial performance of the Foundation and recommends policies, goals, and budgets to the Board of Trustees that support the mission, values, and goals of the Foundation. Key activities include producing and recommending an annual budget, reviewing monthly and annual financial results and variance to the budget, recommending internal accounting and financial reporting policies, evaluating financial aspects of major proposed programs and transactions, analyzing the Foundation’s risk management and insurance programs, and approving the selection of independent investment advisors.

FY22 meeting schedule: six meetings a year on Tuesdays, generally in even-numbered months, from 9-10:30 a.m.

Governance Committee

The Governance Committee assists the Board of Trustees in undertaking and fulfilling its oversight responsibilities in connection with the Foundation’s bylaws, and ensures the Board’s practices and policies are in legal and ethical compliance. Governance works with other committees to find, recruit, and onboard new committee and Board members, conducts annual assessments of the Board’s performance, and oversees ongoing Board education to ensure Trustees are knowledgeable about nonprofit issues in general, and the Library Foundation in particular.

FY22 meeting schedule: second Thursday of even-numbered months from 9-10:30 a.m.

Marketing and Communications Committee

The Marketing and Communications Committee is an engaged group of professionals with diverse backgrounds and deep experience in both marketing and communications. They represent a wide range of organizations and bring valuable outside expertise to the Foundation. This includes providing counsel on the strategic use of resources to increase awareness among donors and potential donors about the Foundation and its mission to support and enhance the work and reach of the Library.

FY22 meeting schedule: second Wednesday of even-numbered months from 8:30-10:00 a.m.

Nominating Committee

The Nominating Committee determines the leadership needs of the organization and identifies and recommends candidates to assume key positions on the Foundation’s Board of Trustees and committees. This includes identifying opportunities, connections, and individuals to strengthen the Board and Board committees, annually recommending a Slate of Officers to lead the Board, and filling any Board vacancies expeditiously.

While every member of the Foundation is encouraged to suggest new passionate library supporters as potential candidates to the Board and committees, it is the Nominating Committee which acts as coordinator and process-keeper.

FY22 meeting schedule: first Tuesday of even-numbered months from 9:30-11:00 a.m.

Guidelines and Expectations for San Diego Public Library Foundation Committee Members

Attendance at Committee Meetings

Committee Members are expected to regularly attend and actively participate in Committee meetings, as attendance is key to establishing a quorum for important motions put forward, for participating in discussions of Foundation issues, and for providing guidance and recommendations to the Board of Trustees. Committee meetings present opportunities to learn about Foundation programs and priorities, network with other Committee members, and connect with Library and Foundation personnel. Most Committees meet six times per fiscal year, convening on alternating months for approximately 90 minutes per meeting.

Governance

Committee members shall become familiar with Foundation policies, procedures, and other instruments of process pertinent to their Committee service. Proper preparation for meetings, including familiarity with the agenda and proposed actions items, is an expectation of all Committee members.

Advocacy

Committee members accept a commitment to be vigorous and effective advocates and ambassadors for the Library Foundation. This includes being well versed in major issues and strategic goals and being able to articulate them in a positive manner. Such advocacy may be directed toward elected officials, community leaders and organizations, and the public.

Committee members are also encouraged to enhance their advocacy by being active members of the Library community. This may include signing up for Library and Library Foundation newsletters and communications, obtaining or renewing a Library Card, joining the Friends of the San Diego Public Library (or one of their chapters), attending Library or Library Foundation events, and attending meetings of the Board of Library Commissioners.

Development Capability

An integral function of the Library Foundation is fundraising. When possible, Committee members are encouraged to assist with fundraising to the best of their abilities, including the introduction of new supporters and participation in fundraising events.

Board & Committee Recruitment

Recruitment of new Board and Committee members is the responsibility of all members of the organization. Committee members are asked to continually think about their networks, identify talented individuals who share a passion for the Library, and if appropriate, suggest their names to the Nominating Committee for consideration.

Conflict of Interest

Each Committee member is expected to act in the best interest of the Foundation and fully disclose potential conflicts of interest according to the Conflict of Interest Policy.