

# Stillwater

Public Library

## **Committee Charter Form**

**Committee: Library Advocacy**

Adopted by board: January 9, 2024

Revised:

This standing committee is composed of two Board trustees, one Stillwater Public Library staff, one representative of the Friends of Stillwater Public Library (Friends), and one representative of the Stillwater Public Library Foundation (SPLF). The SPLF Volunteer Coordinator may participate as needed. The trustees are appointed by the Board President. The chair is designated to set meetings, prepare agendas, and present the associated report at the board meeting. Another committee member may serve as the secretary. The secretary is designated to take minutes at the meeting and draft cover sheet text. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

### Purpose

Its overall purpose is to provide coordination, implementation, and oversight of library advocacy efforts.

### Major duties include:

- Focus on maintaining open communication between SPLF, Friends, and Library Board.
- Work to ensure mutual messaging between groups with focus on key audiences.
- Develop actionable plans for advocacy efforts and prepare a proposed budget for such actions. Present plans and budgets to the Board for approval. Focus on use of volunteers where feasible.
- Implement and oversee advocacy efforts.
- Measure outcomes of advocacy work with regular reports to the Board summarizing actions taken and results.

The committee has authority to bring options forward and make recommendations to the full Board. Staff and the Library Director provide input and feedback to help inform appropriate decisions.

Committee reports are made to the full Board, preferably in writing.

The committee meets as needed and decisions shall be made by consensus or majority vote, if necessary.