

Position Description

President

Accountability: Reports to NOBLE Membership and Executive Board

Role: Provides leadership for NOBLE and in conjunction with Executive Board delegates the management of NOBLE to the Executive Director. Has authority to act as Signatory for all NOBLE business. Provides direction, support and feedback/evaluation to the Executive Director. Exercises general supervision over the interests and welfare of NOBLE.

Responsibilities:

1. Calls and presides over all regular and any special meetings of the Executive Board and Members.
2. Approves an agenda prepared by the Executive Director of matters to be discussed at any meeting of the Executive Board and Membership.
3. Provides support, direction and counsel to the Executive Director and Chairs.
4. Appoints members and chairs for all committees and working groups, in consultation with the Executive Director.
5. Represents NOBLE whenever appropriate.
6. Helps to keep Membership informed of issues and concerns of interest to NOBLE.
7. In collaboration with the other Officers, coordinates the annual evaluation of the Executive Director.
8. Co-signs checks of \$10,000 or more with the Treasurer and signs checks in absence of the Treasurer.
9. In the absence of the Clerk, insures that minutes are kept of all Executive Board and Members meetings.

Position Description

Vice-President/President-Elect

Accountability: Reports to President and Executive Board.

Role: Assists in overseeing the management of NOBLE. Serves as an aide to the President and as President-in-training.

Responsibilities:

1. Serves on Executive Board and attends all regular and any special meetings of the Executive Board and Membership.
2. Performs any or all duties of the President in the absence of, or at the request of, the President.
3. In collaboration with the other Officers, participates in the annual evaluation of the Executive Director.
4. Co-signs checks of \$10,000 or more with the Treasurer in the absence or at the request of the President.

Position Description

Treasurer

Accountability: Reports to the President, Executive Board and Membership.

Role: Provides oversight for the fiscal activities of NOBLE.

Responsibilities:

1. Monitors the accounting of all monies received, expended and invested on behalf of NOBLE.
2. Insures the maintenance of accurate financial records which are subject to an independent audit.
3. Reviews financial reports prepared by NOBLE staff and bank statements monthly.
4. Reports on budget and other financial issues regularly at Members and Executive Board meetings.
5. Makes disbursements as authorized by the budget or Executive Board by signing checks and disbursement forms.
6. Is accessible to the NOBLE staff and headquarters to aid in the timely administration of payments every other week or as required.
7. Reviews all financial statements as required by law.
8. Reviews annual audit of all financial records of NOBLE by Certified Public Accountant. Works with Executive Director to insure that correct level of audit is conducted to comply with Mass. Board of Library Commissioners' grant requirements as applicable.
9. Serves on the Executive Board and attends Executive Board and Members Meetings.
10. In collaboration with the other Officers, participates in the annual evaluation of the Executive Director.

Position Description

Assistant Treasurer

Accountability: Reports to the Treasurer, President and Executive Board

Role: Assists the Treasurer in providing oversight for the fiscal activities of NOBLE and provides oversight in the extended absence of the Treasurer.

Responsibilities:

1. Serves on Executive Board and attends all regular and any special meetings of the Executive Board and Membership.
2. Performs any or all duties of the Treasurer in the absence of, or at the request of, the Treasurer or Executive Board.

Position Description

Clerk

Accountability: Reports to the President, Executive Board and Members.

Role: Insures the maintenance of an accurate and timely record of all official NOBLE Executive Board and Members Meetings.

Responsibilities:

1. Insures that minutes are kept of all Executive Board and Members meetings
2. In collaboration with the Executive Director, reviews the minutes prior to Executive Board and Members meetings.
3. Insures that copies of Executive Board minutes are made and distributed to Executive Board members for approval and posted for general membership.
4. Insures that copies of Members minutes are made and distributed to library directors/authorized representatives for approval and posted for general membership.
5. Works with the Executive Director and Administrative Assistant to insure that proper records of the organization are kept according to standards set by the Commonwealth and that filings are made with the Secretary of State's office as required.
6. If the Clerk is not a resident of Massachusetts, the Clerk will work with NOBLE's Resident Agent appointed by Executive Board to meet the requirements of the Commonwealth.
7. As directed by the President, sends correspondence on NOBLE business.
8. Serves on the Executive Board and attends Executive Board and Members meetings.

Position Description

Executive Board Member

Accountability: NOBLE Membership

Role: Provides direction and guidance for NOBLE. Serves as budget and finance committee, making revisions as needed during the fiscal year and recommending a budget to membership for the following fiscal year. Reviews proposed policies and makes recommendations to Members. Serves as planning committee, reviewing proposed annual action plan, strategic plan and technology plan.

Responsibilities:

1. Furthers the goals and objectives approved by membership.
2. Monitors the fiscal concerns and direction of NOBLE.
3. Serves as a sounding board for the Executive Director and chairpersons, providing direction, support and feedback.
4. Helps to keep membership informed of issues and concerns of interest to NOBLE.
5. Is actively engaged in and informed on the issues germane to NOBLE.