Qualities

- Integrity (ethical, legal, and otherwise)
- Self-confidence, courage, and willingness to take informed risks
- Appreciation for and commitment to the cultivation of diversity
- Collegiality and a sense of humor
- Flexibility and an openness to change, innovation, new ideas and directions
- Willingness to
  - Assume the duties of care, loyalty, and obedience
  - Learn, adjust and adhere to, communicate, and defend the principles of Policy Governance
  - Familiarize (and constantly re-familiarize oneself) with the Bylaws and the Policy Manual
  - Follow established procedures
- Readiness to
  - Disclose all possible conflicts of interest
  - Prioritize and come prepared to Board meetings
  - Give Board-work the time it requires, including work between meetings and the work of self-education
  - Lead committees of the Board or serve as an officer

Competencies

- Breadth of experience and familiarity with one or more areas of theological librarianship
- Ability to focus on what the Association should be delivering for its beneficiaries
- Understanding of and appreciation for group process and the dynamics of board decision making.
  Ability to
  - Listen to, weigh, and learn from the opinions and arguments of others
  - Articulate one’s own opinions and judgments
  - Make and second motions, facilitate the emergence of consensus
  - Function as a member of a team that must speak with a single voice (stand behind Board decisions for which one did not vote)
- Familiarity with parliamentary procedures, and a willingness to adhere to meeting ground rules
- Group leadership skills, i.e., the ability to
  - Articulate purpose
  - Establish an agenda
  - Motivate; elicit contributions from all concerned
  - Work at a pace that allows all to participate and complete tasks on time
  - Identify key issues and help the group come to a single voice
- Computer literacy and an openness to the use of helpful new tools, including those that facilitate remote collaboration

Responsibilities

- Provide legal and moral oversight; perform the duties required by law:
  - Avoid actual or perceived conflicts of interest and complete conflict of interest form
  - Understand basic non-profit finances or be willing to learn; review financial reports
  - Read and sign the IRS Form 990
• Assume ultimate legal responsibility

• Forge and maintain a connection with the moral ownership through formal and informal means; listen with empathy to the needs and concerns of members; strive to understand the full range of its values and needs; and represent the moral ownership in board deliberations; advance the Association as a whole, in all of its diversity, over the long term

• Envision the future of theological librarianship
  o Articulate organizational values, see the big picture
  o Analyze trends in higher education, theological education, and librarianship
  o Exercise foresight; envision the future; think strategically

• Develop and revise policies that are responsive to the needs and expectations of members, set the direction of the organization (Organizational Ends), minimize risk (Executive Limitations), govern the Board-Executive relationship, ensure the smooth and consistent functioning of the Board over time (Board Policy), and are consistent with the Policy Governance model

• Monitor achievement of Organizational Ends and compliance with Executive Limitations
  o Assess the reasonableness of the Executive Director’s interpretations, as well as the evidence of compliance and achievement provided
  o Share in the responsibility of the Board to hire, monitor, evaluate, compensate, and fire the Executive Director

• Monitor Board quality and performance
  o Ensure the presence of a capable and responsible Board
  o Regularly evaluate one’s own and the Board’s performance

• Promote a positive public image of the Association