Board Recruitment Guidelines
for the Friends of Libraries Section/NYLA
Reviewed by the FLS Executive Board – 3/30/15

The following guidelines are meant to assist the FLS Nominating Committee in their work to locate qualified candidates for positions on the FLS Executive Board.

- Whenever feasible, candidates should have direct, personal knowledge of Friends of Libraries groups through current or past service to their local groups.
- Membership in FLS is a requirement to stand for election and serve on the FLS Executive Board.

Before approaching FLS members to serve, the Nominating Committee should review the experience needed for current vacancies. In general, the following knowledge, skills, and abilities are desirable qualifications for FLS officers:

1. experience related to Friends of Libraries groups, especially management of nonprofit organizations and working with volunteers
2. familiarity with FLS’s mission and programs
3. ability to make a time commitment to meet the functions of the FLS Board and actively participate in 4-5 Board meetings annually (by conference call or in-person)
4. good decision-making ability
5. planning skills, including the ability to organize and monitor the work of other volunteers
6. initiative to participate in projects, committees, or task forces as requested
7. inclined to seek out individuals and Friends groups to connect with the organization in order to expand the FLS membership base
8. analytical ability
9. leadership skills
10. willingness to serve as an activist on legislative issues affecting libraries of all types

Written job descriptions for the positions for consideration by a candidate are made available to those individuals to review the duties of the office.

The Nominating Committee is bound by any policies adopted by the FLS Board concerning nominations and elections. Consult the FLS Leadership Manual for current policies. At this time, the following policy is in place:

Policy Regarding Election of Officers and Executive Board Members

It shall be the policy of the Friends of Libraries Section to select its officers and Members At Large from a wide geographic area in order to ensure fair statewide representation.

Further, it shall be the policy of this organization to select its officers and Members At Large for the Executive Board from both the community at large and library staff members, with volunteers constituting the majority whenever feasible.