

READ/WRITE LIBRARY

CHICAGO

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Chicago, IL 60622
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Read/Write Library Board of Directors
Updated: January 2016

About the Library

Read/Write Library collects, preserves, and provides access to community media in order to inspire and promote diverse modes of cultural production and civic engagement. Through our public programs and free browsing hours, growing collection of over 5,000 publications, and open source catalog, the library strives to raise the visibility of work produced by Chicagoans of all backgrounds to reveal connective threads across neighborhoods, generations, and cultures and to encourage inquiry into and ownership of the historical record. The Library recognizes the contributions that all community members make to co-creating a city and believes that learning to value these stories plays a vital role in building empathy, community pride, and the ability to see oneself as a change agent.

Read/Write Library is embarking on a new vision and plan in our 10th year. Our goal is to honor our volunteers' commitment while growing our organization through professional staffing. Through sustainable funding and hiring practices, we intend to expand our innovative, effective, and creative educational and cultural programming. Read/Write Library's work has been profiled in The New York Times and NPR's All Things Considered and presented at MIT, SXSW Interactive, and Code4Lib, among others.

About the Board

Read/Write Library seeks board members who are enthusiastic about making a substantial impact on the strategic development of the library during this challenging and exciting growth period. Board members will be expected to provide leadership, accountability, and outreach to expand our vision and programs. Board member participation in fundraising activities is critical to implementing this expansion. The Executive Director (ED) will continue to lead day-to-day operations with the support of volunteers until a hiring plan is in place. Specific responsibilities and commitments include:

Leadership, Governance, and Oversight

- Serve as a collaborator in the development of Read/Write Library's strategic plan and policies and ensure that community input is appropriately engaged.
- Review agenda and supporting materials prior to board and committee meetings.
- Approve Read/Write Library's annual budget, audit reports, and business decisions; be informed of, and meet, all legal and fiduciary responsibilities including disclosing conflicts of interest.
- Contribute to an annual performance evaluation of the ED and an evaluation of the Board to improve performance.
- Assist in identifying and recruiting new board members and help build and maintain relationships.
- Uphold Read/Write Library's values and commitment to a diverse board and staff, and ensure staff develop inclusive and accessible spaces and programs that meet our audiences' and partners' needs.

Fundraising

- So that Read/Write Library can credibly solicit contributions from foundations, organizations, and individuals, Read/Write Library expects 100 percent of board members to make an annual contribution that is personally significant.
- Represent Read/Write Library to stakeholders; act as an ambassador for the organization within your networks and the broader community.
- Identify potential funding sources and solicit both financial and in-kind support.

Participation

- Attend 80 percent of meetings annually. Board meetings take place 6 times a year (every other month).
- Actively serve on at least one committee and take on special assignments between meetings.
- Attend annual fundraising events as a paying guest or volunteer.
- Board membership is without remuneration.

Ideal Qualifications

- Commitment to building creative, interdisciplinary institutions within Chicago's neighborhoods with an understanding of the role cultural participation plays in community wellbeing.
- Leadership experience and accomplishments in business (particularly software, media, or creative fields), government, philanthropy, or the nonprofit sector (particularly in libraries, museums, education, arts and culture, or community development).
- Track record of board leadership, community organizing, or professional committee work.
- Excellent communication and interpersonal skills with a natural affinity for cultivating relationships.
- Personal qualities of integrity, credibility, critical listening, and openness to innovative solutions, tempered by an ability to develop and assess concrete strategies.

To Apply or Learn More, Please Contact:

Nell Taylor, Executive Director
nell@readwritelibrary.org

When you apply, we would love to hear what interests you about joining the board and where you are most excited about leveraging your skills. Please attach a resume or link to your LinkedIn profile.

We are happy to set up time to discuss the role or answer questions.