

CHELMSFORD PUBLIC LIBRARY

STUDENT REPRESENTATIVE POSITION DESCRIPTION

Do you LOVE the library and want to make a difference?

The Chelmsford Public Library is looking for a student representative for our Chelmsford Public Library Board of Trustees.

What would you do as a Student Representative? You would get an insider's view of how the Library functions, be the voice of the teens in our community, and work on a project that would impact fellow students and other residents.

What are your duties?

- Attend a monthly Library Trustee Board meeting at the Library (this is on the 2nd Wednesday of each month from 7-8:30pm). December – May with the option of attending meetings through the summer.
- Attend special meetings as scheduled.
- Attend library functions as appropriate.
- Read Board Meeting minutes and other materials sent out before the Board meetings.
- Visit the library on a regular basis.
- Look for ways to build a positive image for the Library.
- Listen to community needs and concerns.

Qualifications

- Be a high school student (preferably a junior) or the equivalent at the time of application.
- Complete a Student Representative application for the Chelmsford Public Library Board of Library Trustees.
- Have an interest in the Chelmsford Public Library and a willingness to learn about library and civic issues.

Time Commitment

Library Trustee Board meetings are held the 2nd Wednesday of every month at the Main Library's meeting room. Meetings usually run from 7pm-8:30pm. Students may also participate on Library Board committees depending upon interests of the students and needs of the committees. Students must commit to participation for one academic year, September (or time of application) through May, with the possibility of continuing through senior year if desired.

Compensation

This is a volunteer position. Students will gain valuable real life experience working for a local government organization that they will be able to use on college and job applications. Volunteering for the Chelmsford Public Library Board may also be eligible for school volunteer hours. Students who perform well may obtain a letter of recommendation or a reference from the Library Director or Library Board members. Students who are currently paid employees of the Chelmsford Public Library are not eligible to apply.