

Student Representative to the Board of Trustees Position Description



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

The David & Joyce Milne Public Library is seeking a Student Representative to serve as a non-voting member of the Library Board of Trustees. This is an opportunity to gain leadership experience, learn how a public library is governed, represent the voices of local teens, and contribute to projects and initiatives that benefit the entire community.

Purpose of the Position

The Student Representative serves as an advisory, non-voting member of the Board of Trustees and:

- Provides the Board with a student perspective on library services, programs, and community needs.
- Strengthens the connection between the library and local youth.
- Promotes and advocates for the library within the community.
- Gains firsthand experience in civic leadership, governance, and public service.

Responsibilities

The Student Representative is expected to:

- Attend monthly Board of Trustees meetings (typically held on the second Wednesday of each month from 5:30 pm - 7:00 pm).
- Attend special meetings or library events when appropriate.
- Read meeting agendas, minutes, and supporting materials before each meeting.
- Visit and use the library regularly.
- Share ideas and feedback from fellow students and the broader teen community.
- Help promote a positive image of the library.
- Participate in a project or initiative that benefits the library and/or local teens during their term.
- Notify the Library Director if unable to attend a scheduled meeting.

Qualifications

Applicants should:

- Be a high school student (preferably entering junior year) or equivalent at the time of application.
- Live in Williamstown or attend school in the community.
- Have an interest in libraries, civic engagement, and community service.
- Be dependable, willing to learn, and able to participate in discussions respectfully.
- Complete the Student Representative application (Page 3).

Term of Service

The Student Representative serves for one academic year, from September through May, with the opportunity to continue serving through senior year if mutually agreed upon.

Time Commitment

Board meetings are held once a month and typically last 60 - 90 minutes. Additional participation in library events or committee work is optional and based on the student's interests and the Board's needs.

Benefits

This volunteer position offers valuable leadership and civic engagement experience. Student Representatives will:

- Learn how a public library and governing board operate.
- Develop leadership, communication, and collaboration skills.
- Strengthen college and scholarship applications.
- Potentially earn school volunteer service hours.
- Be eligible to request a letter of recommendation from the Library Director or Board of Trustees.

Expectations

Student Representatives serve at the discretion of the Board of Trustees and are expected to maintain regular attendance, fulfill the responsibilities of the position, and conduct themselves in a manner that reflects positively on the library. Failure to meet these expectations may result in removal from the position.

Student Representative to the David & Joyce Milne Public Library Board of Trustees



Application

Applicant Information

Name: _____

Address: _____

Phone: _____

Email: _____

High School: _____

Current Grade: ☐ 10th ☐ 11th ☐ 12th

Expected Graduation Year: _____

**Why are you interested in serving as the Student Representative to the
Library Board of Trustees?**

What do you think the library does well?

**If you could improve or add one thing for teens at the library, what would it
be and why?**

Tell us about your involvement in school, work, volunteer activities, clubs, sports, or other organizations.

What strengths or qualities would you bring to this position?

The Student Representative is expected to:

- Attend monthly Board of Trustees meetings.
- Read meeting materials before meetings.
- Represent the interests and perspectives of local teens.
- Serve as a positive ambassador for the library.

Can you commit to these responsibilities?

☐ Yes

☐ No (Please explain): _____

References

Please provide one adult reference who knows you well (teacher, counselor, employer, coach, advisor, etc.).

Name: _____

Relationship: _____

Phone or Email: _____

Applicant Statement

I certify that the information provided in this application is true and complete to the best of my knowledge. If selected, I understand that I am expected to fulfill the responsibilities of the Student Representative position and represent the David & Joyce Milne Public Library in a respectful and responsible manner.

Applicant Signature: _____

Date: _____

Parent/Guardian Acknowledgment (if applicant is under 18)

I understand the responsibilities of this volunteer position and support my student in serving as the Student Representative to the David & Joyce Milne Public Library Board of Trustees.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Submission Information

Please submit this completed application by _____ to:

David & Joyce Milne Public Library

1095 Main Street

Williamstown, MA 01267

Or email a completed application to:

Selected applicants may be invited to participate in a brief interview with members of the Board of Trustees.