



**CITY OF TUALATIN**  
**VOLUNTEER ASSIGNMENT DESCRIPTION**  
**TUALATIN LIBRARY ADVISORY COMMITTEE**

<b>ASSIGNMENT TITLE</b>	<b>Tualatin Library Advisory Committee Member</b>
<b>GOAL/PURPOSE</b>	The goal of the Tualatin Library Advisory Committee is to review, advise, and make recommendations to City staff and City Council on matters affecting the Tualatin Public Library
<b>SUPERVISION</b>	Jerianne Thompson, Library Manager <a href="mailto:jthompson@ci.tualatin.or.us">jthompson@ci.tualatin.or.us</a> 503.691.3066
<b>TIME COMMITMENT</b>	The committee meets on the first Tuesday of each month at 6:30 p.m. Meetings require about 1.5-2 hours, plus additional preparation time. Depending on activities planned throughout the year, each member can expect to contribute 1-2 additional hours per month. Members serve a three-year term.
<b>DUTIES</b>	<ul style="list-style-type: none"><li>• Consult with and advise the Library Manager on all matters affecting operational policies of the Tualatin Public Library;</li><li>• Make recommendations to the City Council with respect to services, facilities, and all other matters pertaining to the maintenance and improvement of the Tualatin Public Library;</li><li>• Hear and consider complaints about Tualatin Public Library policies or materials.</li></ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• At least five committee members shall reside within the City of Tualatin. No more than two shall reside outside the City.</li><li>• One committee member may be less than 18 years of age. A member who is appointed under this provision shall serve a one-year term that may be renewed for one additional year.</li></ul>
<b>TRAINING</b>	Training will be conducted by the committee staff liaison. An orientation meeting will occur following your committee appointment. Other training will be provided on an as-needed basis.
<b>BENEFITS</b>	This opportunity will allow you to influence the policies and services offered by the Tualatin Public Library and to support the mission and goals of the Library.