

Steering Committee Job Description

San Juan Island Library is seeking several community members to serve as public representatives on a volunteer **Steering Committee** that will guide the community engagement and outreach process for the next phase of development on the new library building at 660 Spring Street. Our goal is to run a transparent and inclusive process that will result in a design that reflects the desires of the community.

The goal of this steering committee is to support/advocate for a successful community project by deciding “How” we reach the goal, through community engagement that welcomes a variety of viewpoints. The Steering Committee serves as a co-convener alongside the library and the consultant groups, rather than a decision-making body.

Your role as a steering committee member is to help determine the best ways to engage your community in the process, through public meetings and other means. You will represent both the public and stakeholders, and facilitate communication between them. A consultant has been hired to guide us through this process, and they will work with us to facilitate meetings and ensure that community feedback is thoughtfully incorporated into the design work.

This phase of work will take place over several months, starting in September; however, it is hoped that steering committee members will continue to be advocates for the project over the next several years.

Job Description:

- Attend meetings for approximately four months.
Steering committee members would be expected to attend the meetings and organize/plan for the public meetings.
- 3 Meetings with SJIL + Consultants (Dates TBD)
- 4 Public meetings with Community at large (Dates TBD)
- Participate in Ad-hoc meetings with smaller groups to accomplish tasks needed for larger meetings
- Personally, reach out to community members to inform them about the project and invite them to the public meetings
- Provide timely and constructive feedback and help evaluate feedback
- Commit to working with the basic ground rules of mutual respect, willingness to work with new information, and a constructive attitude
- Be willing to serve as an advocate for the project in some capacity for the many years it may take to build a new library. It's important to keep consistent membership in this group to maintain project continuity and to support a forward-moving community project



I'm interested in joining the Steering Committee!

Please provide the following information:

- A personal statement telling us why you would like to join the steering committee, along with a signed acknowledgement of the role and stated responsibilities

Name

Phone

Email

Statement: Use the space below or provide a separate document for the personal statement.

Acknowledgement of stated job description: _____

Sign

Date

Drop off to:

San Juan Island Library
1010 Guard Street
Friday Harbor, WA 98250

Or by email to:

sjlib@sjilib.org