

**American Library Association  
Endowment Trustees**

**Application for  
Endowment Trustee Candidates**

**I. For your information**

*There are six Endowment Trustees selected by the ALA Executive Board on a rotating (i.e., staggered) basis. The ALA Treasurer is an ex-officio member of the Trustees and serves as the Executive Board liaison.*

- *Endowment Trustees serve a three-year term, with no more than two consecutive terms.*
- *Candidates must be or become members of the American Library Association (ALA).*
- ***Candidates must be able to attend two one-day Trustee meetings, usually held in Spring and Fall, as well as an education meeting in New York City, usually held in February. ALA will pay all related travel expenses.***
- *Candidates are encouraged to attend ALA Midwinter Meetings and Annual Conferences, usually held in January and June. ALA will not cover these travel expenses. At these meetings, the Endowment Senior Trustee reports to the Executive Board, ALA Council, and membership on the status of the Endowment.*

Deadline for Applications: **June 5, 2021**

**Please return completed application with essential attachments to:**

Keith D. Brown, Senior Financial Analyst, Staff to Endowment Trustees  
American Library Association  
50 E. Huron Street, Chicago, IL 60611-2795  
Ph: 312-280-4255 1-800-545-2433 ext. 4255 Fax: 312-280-5272

**II. Consent to Serve**

I, \_\_\_\_\_, wish to submit my name for consideration for appointment as an ALA Endowment Trustee.

---

**Signature**

---

**Date**

**III. Basic Information**

<b>Name</b>	<b>Telephone</b>
<b>Professional Title</b>	<b>FAX</b>
<b>Professional Address</b>	<b>E-mail</b>

If this is not your preferred mailing address, please provide it here:

<b>Preferred Mailing Address</b>

**IV. Affiliations with similar organizations**

*Please list and briefly describe any affiliation you may have with similar organizations.*

**V. Guidelines Used in Filling the Position of Endowment Trustee:**

*The Executive Board and Trustees have agreed on the following general guidelines for filling the position of Endowment Trustee. Please read the guidelines and provide responses where indicated. You may submit your responses on a separate piece of paper, but please follow the order and format indicated.*

**A. Investment Skills**

*It is required that the Trustees bring a working knowledge of the financial markets. This working knowledge should include the fundamentals of investment practice, as well as familiarity with market indices. Experience in investing as a Trustee, custodian, or similar capacity is beneficial. Awareness of economic principles, and interest in and commitment to being informed about the state of the economy are also desirable.*

**Please describe/summarize the extent of your knowledge of financial**

**markets:**

**Please describe/summarize your experience in investing:**

**Please list any formal education/training or experience you have had that would demonstrate your awareness in this area:**

**B. Association Involvement**

*It is desired that the Trustees evidence a basic knowledge of ALA's mission and goals and an awareness of the services and activities of the Association. Knowledge of the awards and scholarship program is beneficial, as is work in other areas of the Association.*

**Please list any non-profit activities you may have had that contribute to your knowledge and awareness of non-profit organizations. Include any present or past responsibilities you would like to emphasize:**

**C. Judgement and Analytical Skills**

*Essential to the effective operation of the endowment is the Trustee's ability to exercise judgement and to make decisions that reflect prudence, insight, and care. Teamwork among the Trustees is essential for this shared charge to be effectively dispatched. The ability to study a financial situation and to develop well-reasoned strategies is a critical requirement. While the Trustees exercise independent judgement and discretion with regard to endowments, they need to be effective communicators and to take necessary and appropriate direction from the Executive Board.*

**Please describe your ability to meet the above criteria:**

**Additional Comments:**

**Please provide any additional comments on your knowledge, background, etc. that you feel would be pertinent for the Board to consider in making this appointment:**

**Essential attachments:**

**Please attach a current resume or curriculum vitae.**

**Please attach three (3) letters of reference.**

Revised 4/15/21