



Taber Public Library Policy Manual

Board Policy: Board Job Descriptions

PURPOSE:

Define the roles, responsibilities and duties of trustees

POLICY:

The Board consists of the following positions: * Chair
* Vice Chair
* Treasurer
* Members-At-Large

GUIDELINES:

1. Chair – duties include

- * ensures that all new board members are oriented
- * acts as official spokesperson for the Library
- * provides leadership to the board
- * makes sure the board adheres to its bylaws and policies
- * prepares the board's agenda with input from board members and Library Manager
- * may chair meetings of the board
- * keeps the board's activities focused on the organization's mission
- * evaluates the effectiveness of the board's decision making process
- * serves as ex-officio member of committees and attends their meetings when needed
- * recognizes board member's past contributions
- * prepares a report for the annual general meeting
- * orients the new Chairperson

2. Vice-Chair

- * acts in the absence of the chairperson
- * learns the duties of the chairperson and keeps informed on key issues
- * works closely as consultant and advisor to the chair
- * orients the new vice-chair

GUIDELINES....continued

BOARD JOB DESCRIPTIONS....continued

3. Treasurer – duties include:

- * gives regular reports to the board on the financial state of the organization
- * chairs the finance committee
- * orients the new Treasurer
- * acts as a signing officer for cheques and other documents

4. Members-at-Large – duties:

- willingness to serve on committees
- attendance at all regular scheduled board meetings
- attendance at meetings of assigned committees
- support all library events
- willingness to increase knowledge of library matters through discussion, ongoing orientation and attendance at workshops and conferences, and at least one of the educational opportunities shall be attended yearly
- along with Chair and Vice-Chair, all trustees will help mentor new trustees

Date of Approval: May 2, 1995

Date Reviewed/Revised: October 12, 2004
October 11, 2005
May 13, 2008
May 11, 2010
April 9, 2013
September 8, 2015