



Board Job Descriptions

PURPOSE: Define the roles, responsibilities, and duties of trustees

POLICY:

The Board consists of the following positions:

1. Chair
2. Vice Chair
3. Treasurer
4. Members-At-Large

1. Chair

- a. Ensures that all new board members are oriented
- b. Acts as official spokesperson for the library
- c. Provides leadership to the board
- d. Ensure board adheres to its bylaws and policies
- e. Prepares the board's agenda with input from board members and Library Manager
- f. May chair meetings of the board
- g. Keeps the boards activities focused on the organization's mission
- h. Evaluates the effectiveness of the board's decision-making process
- i. Serves as ex-officio member of committees and attends their meetings when needed
- j. Recognizes board member's past contributions
- k. Prepares a report for the annual general meeting
- l. Orients the new Chairperson
- m. Sign approved minutes
- n. Signing Officer: Bank Account and other financial documents

2. Vice-Chair

- a. Acts in the absence of the Chairperson
- b. Learns the duties of the chairperson and keeps informed on key issues
- c. Works closely as consultant and advisor to the Chair
- d. Orients the new Vice-Chair

3. Treasurer

- a. Provide regular reports to the board on the financial state of the organization
- b. Chairs the finance committee
- c. Orients the new Treasurer
- d. Signing Officer: Bank Account and other financial documents
- e. Monitor bookkeeping and accounting procedures



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4. Members-at-Large

- a. Serve on committees
- b. Attendance at all regular scheduled board meetings
- c. Attendance at meetings of assigned committees
- d. Support library events
- e. 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
- f. Mentor new trustees
- g. Secretary will be appointed from the Member at Large.
 - i. The Secretary will provide meeting notes to Library Manager to develop the minutes

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