

## Town of Grimshaw Library Board Policy 3/B

### **Subject: Board, Obligation and Duties**

Date Approved: October 1, 2009

Reviewed & Approved: March 18, 2019

#### **Role of a Governing Board:**

The role of the board (always acting as a whole) is to articulate and communicate the vision. It defines the parameters within which the organization operates. The governing board carries out its responsibility through the implementation of five functions:

**Policy      Personnel      Financial      Advocacy      Program**

The Library Board establishes the purpose, identity, continuity and progress of the library in order to sustain it through periods of change. The board has the ultimate responsibility for the implementation of the purpose of the library.

1. All board trustees shall be committed to the objectives of the library. Each trustee shall accept a share of the tasks involved in meeting these objectives.
2. Trustees of the library board shall develop clear policies for the staff and volunteers to follow.

#### **Performance Expectations of the Town of Grimshaw Library Board**

1. **Loyalty:** represents un-conflicted loyalty to the interests of the Library Board
2. **Conflict of interest:** avoid conflict of interest with respect to fiduciary responsibility. Fiduciary responsibility relates holding a position of trust that requires a board member to act honestly, in good faith and in the best interests of the town of Grimshaw
3. **Individual Authority:** must not exercise individual authority over staff or programs, except as described in policy
4. **Conduct:** deal with outside entities or individuals, with clients and staff, and with each other in a manner reflecting fair play, ethics and straightforward communication
5. **Meeting Preparation:** be informed about current issues, and any research or background information. Be prepared to discuss issues. Notify the library manager in advance if unable to attend a board meeting. If possible notify the library manager in advance if you have a hard copy or verbal agenda items. Read minutes before the meetings, identify errors and if necessary add points. Read pre-meeting material and note questions at the meeting

6. **Active Participation:** attend all board and committee meetings. Be punctual, ask questions, participate in discussions and decision-making, respond to ideas and show initiative. Develop a working knowledge of meeting procedures
7. **Board and Staff relations:** Help maintain friendly, positive working relationship with board, staff and service volunteers
8. **Confidentiality:** keep confidential board business and matters of a delicate manner
9. **Image:** Speak positively of the organization to the public

### **Job Description: Board Member**

#### **Authority**

The Board of Trustees are the legal authority for the Town of Grimshaw Library Board. As a member of the board, a board volunteer is a trustee of the community and is responsible for the effective governance of the organization. Each board member is responsible for considering and deciding upon matters of organization policy, programs and expenditures. Trustees of the board collectively exercise full authority over all aspects of the library's operations.

#### **Requirements**

Requirements for membership include:

1. A commitment to the work of the organization
2. Specific knowledge and skills in one or more of the areas of the board governance- policy, personnel, financial, advocacy and programs
3. A willingness to serve on one or more committees
4. Attendance at board, and assigned committee meetings
5. Support of special and fundraising events

#### **Functions and general duties:**

The collective responsibilities and functions of the board members are as follows:

#### **A: Policy Governance**

1. To comply with the sections and subsections of the Alberta Libraries Act under which the Grimshaw Municipal Library is organized; enact its own bylaw as required in the Libraries Act, Part 5, Section 40
2. To comply with current Town of Grimshaw by-laws pertaining to the Grimshaw Municipal Library and Board
3. To establish, review and revise policy; initiate a review and revision of the policy manual
4. To promote library legislation that improves and extends library services

#### **B: Program Governance**

1. To establish a program planning cycle
2. To monitor and evaluate programs and services
3. To set goals and objectives for the library as required by the Libraries Act

4. To assess the needs of the community to determine appropriate library objectives for the year
5. To liaison with the Peace Library System, through their appointed representative
6. To cooperate with other groups in the community on projects of joint interest
7. To establish the percentage of the library's resources utilized by the program

#### **C: Personnel Governance**

1. To define and evaluate roles, responsibilities and functions of the board, library manager, staff, committees, volunteers and memberships
2. To suggest potential board members to Council
3. To oversee orientation and training of new board members
4. To monitor board effectiveness

#### **D: Financial Governance**

1. Responsible for fundraising strategies
2. To endeavour to secure adequate funding to carry out library objectives
3. Must prepare and submit a budget with an estimate of local appropriation required during the ensuing year to operate and manage the library to council before Dec 1, as per Libraries Act, Part 1, Section 8(1)
4. To establish a management plan of assets of the organization
5. To allocate funds for the operation of the library

#### **E: Advocacy**

1. To confirm the organization's identity within the community through advocacy governance
2. To represent the library's beliefs and values to the community, governments, foundations, corporations, and funding agencies

