

SMOKY LAKE PUBLIC LIBRARY

POLICY NUMBER: **103**

SUBJECT: **Role and Responsibilities: Board Members**

Date Passed Feb 24, 2005 Board Chair _____

Reviewed _____ Board Chair _____

The Smoky Lake Library Board is an autonomous legal entity, deriving its authority as a corporation from the municipal bylaw which established it and *The Alberta Libraries Act*.

Board Responsibilities

The Board is responsible for:

1. Establishing the purpose of the library, and seeing that it is implemented through a vision and mission, and self-governance and operational policies
2. Planning for the future and setting the rate of progress towards achievement of the library's purpose through goals and objectives – with timelines, by ensuring sufficient funds to achieve the budget, and by overseeing the budget and funding allocation
3. Providing continuity in the library through bylaws, policy, records, and reports of Board activity
4. Creating and confirming the library's identity in the community through advocacy and lobbying
5. Hiring, monitoring, and evaluating staff

Trustee Responsibilities

1. Believing and supporting the vision and mission of the library
2. Being aware of your legal responsibilities as a trustee
3. Contributing your knowledge, experience, or expertise in a major management area: finance, personnel, program, policy or advocacy
4. Becoming aware of issues affecting the library
5. Handling Board business effectively and fairly

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6. Maintaining an active library membership
7. Participating in the development of framework, governance, and operational policies
8. Helping to develop goals and objectives congruent with the library's vision and mission
9. Regularly evaluating and reviewing bylaws, policies, and goals and objectives, and amending as required
10. Ensuring adequate funds from government and other sources to carry out the goals and objectives
11. Participating in the financial management of the library
12. Developing awareness of the difference between Board and staff roles
13. Participating in lobbying all levels of government for positive action for libraries
14. Increasing your own and other trustees' knowledge of library matters through discussion, ongoing orientation, and attendance at workshops and conferences
15. Participating on the organization and implementation of marketing plans and activities
16. Assisting in the formation of partnerships with other community organizations
17. Complying with the *Alberta Libraries Act* and *Regulation*
18. Embracing the Alberta Library Trustees Association *Code of Ethics* (Appendix 103.1) and Canadian Library Association *Statement of Intellectual Freedom* (Appendix 103.2).