

Upon appointment to the Board, a trustee shall receive copies of all current and/or working documents of the Board, as well as the Board Manual that will contain:

- Names, contact information, positions and terms of current trustees, dates of regular meetings.
- Names & positions of staff.
- Policy Manual & By-Laws.
- Plan of Service.
- Budget & financial reports.
- Annual report & minutes of three previous meetings.
- The Alberta Library Trustees Association Handbook.

A member of the Board and the Library Manager will spend time with the new Board member prior to their first meeting to explain the role of the library in the community and the functions of the Board. At this meeting, each new member shall also be made aware of the operations of the library and such duties as he or she may be expected to fulfill.

### 1.3. Duties of the Library Board

**Created** 03/06

**Revised** 02/17

#### **Guidelines & Procedures**

Board Members shall:

- Actively participate in meetings & committees.
- Treat other Board members with courtesy and help the chair to keep meetings on track.
- Prepare for meetings by ensuring assigned tasks from previous meetings are completed.
- Become familiar with meeting agendas & issues.
- Review minutes of prior meeting.
- Participate actively in: discussions, decision making, policy development, the development & review of the plan of service, budgeting, and employment & evaluation of staff.
- Make chair aware of relevant issues for next meeting.
- Be familiar with the Alberta Libraries Act and the Alberta Library Association Handbook.
- Be aware of ongoing trends in the library community.

### 1.4. Duties of the Chairperson and Vice-Chairperson

**Created** 03/06

**Revised** 02/17

#### **Guidelines & Procedures**

The Chair shall provide leadership to the Board and chair Board meetings by:

- Ensuring that the meeting is required & that necessary information is collected beforehand.
- Ensuring that an agenda is prepared, with input from the Board & staff, that agenda packages contain relevant information and are distributed before the meeting.
- Starting the meeting on time.
- Making additions or deletions to the agenda as required.
- Following the approved agenda and adopted rules of order.
- Encouraging input from all.
- Setting issues out clearly and summarizing discussion while guiding the problem-solving process.
- Limiting discussion to ensure business is completed within reasonable timeframes.
- Ensuring that everyone is aware of tasks to be completed by the next meeting.