

## 1.5. Duties of the Secretary / Treasurer

**Created** 03/06

**Revised** 02/17

### **Guidelines & Procedures**

The Secretary / Treasurer shall:

- Record minutes of the Board meetings.
- Maintain a file of original minutes, reports, policies bylaws, etc.
- Notify Board members of time & location of meetings & ensure that members receive agenda packages.
- Handle correspondence as directed by the Board; assist Chair in developing the agenda.
- Hold signing authority as treasurer, as & when required.

## 1.6. Advocacy

**Created** 03/06

**Revised** 02/17

The Board may at times and when required appoint a specific representative to address specific issues including media & recruitment.

Goals of the Board:

- Maintain an organized, well-rounded and up-to-date collection.
- Promote reading and literacy among all age groups.
- Publicize the Library through various means.
- Increase membership making the Library more visible to the community.
- Encourage opportunities of learning and exploration to the community.
- Attend Workshops sponsored by library partners.

Activities which support this policy may include but are not limited to:

- Soliciting letters from library supporters.
- Making presentations and writing letters to representatives of government & business.
- Participating at election time (re: library issues).
- Soliciting the support of the local business community.
- Soliciting the support of the public at large and local community service groups.

## 1.7. Policy Making

**Created** 03/06

**Revised** 02/17

The Board recognizes their responsibility to review the Board policies annually and to create new policies as required.

### **Guidelines and Procedures**

The Board assumes the responsibility for developing policy that pertains to the operation of the Library. The Board recognizes that the development of policy is an ongoing process for providing effective guidelines for action of all its committees and staff.

- Suggestions for policy development may come from staff, trustees, sub-committees and patrons.
- The Board shall review and discuss suggestions and develop policy as required.
- All policies and changes to them shall be approved by means of a motion at a duly convened Board meeting and recorded in the minutes of that meeting.
- All approved policies shall be given a number & title; they shall be signed by the Board Chairperson, indicating the date of approval.
- Copies of the approved policy shall be distributed to all Board members and shall be included in the Library Policy Manual.