

## **Holden Municipal Library**

**POLICY:** Duties of the Executive Committee

### Chairman

- ◆ Chairs Board and Executive meetings
- ◆ Prepares the agenda, in consultation with the Librarian
- ◆ Directs Board policy and operation
- ◆ Has signing authority
- ◆ Is initial contact person for Chief Library Clerk
- ◆ Is an ex-officio member of all committees

### Vice Chairman

- ◆ Assumes Chairman's duties in his/her absence

### Secretary

- ◆ Notifies all Trustees of meetings
- ◆ Records minutes of all Board meetings
- ◆ Circulates minutes to Trustees and provides a copy of minutes to Council
- ◆ Handles correspondence as directed by Board / Chairman
- ◆ Has signing authority

### Treasurer

- ◆ Keeps accurate and current records of all financial transactions
- ◆ Ensures accurate payroll information is forwarded to Village payroll clerk for staff salary purposes
- ◆ Prepares and distributes cheques for invoices, expense claims and authorized expenditures
- ◆ Prepares and presents to Board monthly and annual financial statements
- ◆ Prepares interim financial statements as required by Board
- ◆ Submits financial records for annual audit by Village Council appointed auditor
- ◆ Chairs the Budget Committee
- ◆ Has signing authority

### Role of Chief Library Clerk

- ◆ Is a non-voting member
- ◆ Reports on Library Operational matters
- ◆ Establishes procedures
- ◆ Advises Board

Approved: November, 1987  
Reviewed and amended: August, 1999