

9. chair the HR Committee; serve as an ex-officio member on other committees and act as communication liaison;
10. be responsible for all official correspondence as approved by the Board;
11. have a working knowledge of parliamentary procedures and a thorough understanding of *Libraries Act and Regulations*, and the Morinville Community Library By-laws and Policies;
12. ensure that all necessary reports and documentation are filed with appropriate authorities as required under the Act;
13. monitor government legislation, advise the Board on impact of current and proposed legislation and recommend action.

#### *Library Board Past Chair Description:*

Chair automatically becomes Past Chair upon retiring from their position. Past Chair acts as mentor to help ensure continuity of Library Board's work and projects remaining until the next Chair election.

### **1.15 RESPONSIBILITIES OF THE VICE-CHAIR**

The Vice-Chair shall:

1. assume the role of Chair as required;
2. serve as Chair of the Policy Committee.

### **1.16 RESPONSIBILITIES OF THE TREASURER**

The Treasurer shall:

1. serve as Chair of the Budget Committee;
2. review monthly the library's current financial situation and relevant documentation with the Library Director;
3. assist with preparation of the annual audited financial statement and deliver a report to the Board;
4. present the Treasurer's Report at regular Board meetings.

### **1.17 RESPONSIBILITIES OF THE SECRETARY**

If directed by the Board, the Library Director will appoint a staff member to be Board Secretary.

The Board Secretary shall:

1. ensure accurate minutes of all Library Board meetings are taken;
2. ensure a copy of the Board minutes is provided to the Library Director within one week following a board meeting;
3. retain a current directory of Trustee names and contact information.

### **1.18 LIBRARY TRUSTEES – APPOINTMENT AND DUTIES OF COMMITTEES**

1. The Board may appoint special committees on either a standing or an ad hoc basis whenever it requires in-depth research, deliberations or recommendations on any matter. Memberships of such committees may include non-Board members.

2. The purpose, membership, duties, and responsibilities of sub-committees shall be determined by the Board as a whole, in accordance with the needs of the project for which the committee is being established.
3. The Board Chair and Library Director will be ex-officio members of the committees.
4. Standing committees may include:
  - Finance/Budget
  - Grants and Fundraising
  - Policy
  - Special Events
  - Public Relations
  - Orientation

## **1.19 MEETING PROCEDURES**

### **1. NOTIFICATION OF MEMBERS**

- 1.1. Each member of the Board should normally be supplied with a Board Information Package prepared by the Director (in consultation with the Board Chair) 3 days prior to the regular meeting.
- 1.2. The package shall contain an agenda, minutes of the previous meeting, reports and any other pertinent information required for consideration by the Board.
- 1.3. Receipt of this package shall constitute notification of the regular meeting.
- 1.4. It is the responsibility of each Board member to read the board information package prior to the meeting.
- 1.5. If a special meeting should be called, Board members shall be given 48 hours notice.

### **2. AGENDA FORMAT**

- 2.1. A Board member wishing to place items on the agenda or to submit items for inclusion in the board information package should inform the Board Chair at least one week prior to the meeting.
- 2.2. The format of the agenda shall be as follows:
  - 2.2.1. Call to order
  - 2.2.2. Land Acknowledgment
  - 2.2.3. Adoption of agenda
  - 2.2.4. Adoption of minutes
  - 2.2.5. Announcements/Communications
  - 2.2.6. Reports
  - 2.2.7. Old business
  - 2.2.8. New business
  - 2.2.9. Next meeting date
  - 2.2.10. Adjournment