

# TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

**Category:** Board  
**Policy Number:** 103  
**Title:** Duties of the Board

## **Policy Statement:**

Board members shall actively participate in meetings and committees.

## **Guidelines and Procedures:**

1. Treat other Board members with courtesy, helping the chair to keep the meeting on track.
2. The Board shall follow Robert's Rules of Order.
3. Prepare for meetings by ensuring assigned tasks from previous meetings are completed.
4. Become familiar with agenda and issues.
5. Review minutes of previous meeting.
6. Board members are expected to participate actively in:
  - a) discussions and decision-making
  - b) policy development, approval, monitoring, review and evaluation.
  - c) development and review of the Plan of Service.
  - d) budgeting.
  - e) employment/evaluation of staff.
7. Make chair aware of relevant issues for next meeting.
8. Board members should be fully versed in the Alberta Libraries Act and in the Alberta Library Trustees Association Handbook.
9. A board member is eligible to be reappointed for only 3 consecutive terms of office unless at least two thirds of the whole council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms.

Policy #103  
Duties of the Board

Date Approved: November 14, 2012

Date to Review: March 18, 2023