

# TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

**Category:** Board  
**Policy Number:** 104  
**Title:** Duties of the Chairperson

## **Policy Statement:**

Duties of the chairperson should be clearly delineated.

## **Guidelines and Procedures:**

1. Provides leadership to the Board.
2. Ensures that the Board meets requirements of trusteeship.
3. Chairs (Board) meetings by:
  - a) ensuring that the meeting is required and necessary information is collected beforehand.
  - b) ensuring that an agenda is prepared, with input from the Board and staff, that agenda packages contain enough information about issues and that they are distributed in a timely fashion.
  - c) starting the meeting at the scheduled time, outlining meeting's objectives.
  - d) making additions or deletions to agenda as required.
  - e) following the approved agenda and the adopted rules of order.
  - f) encouraging input from all.
  - g) setting issues out clearly and summarizing discussion while guiding the problem solving process.
  - h) limiting discussion to ensure business is completed within the allotted time.
  - i) ensuring that everyone is aware of tasks to be completed by the next meeting.
4. Sets tone and climate for Board activity.
5. Insures proper records are kept and signs adopted minutes of meetings and approved policies.
6. Holds signing authority on Board bank accounts.

Policy #104  
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Date Approved: November 14, 2012

Date to Review: March 18, 2023