

Lib-01-004

**Section: The Tofield Library Board**

**Title: Trustee/Board Member Commitment**

Approval Signature: \_\_\_\_\_

\_\_\_\_\_, Chair, Tofield Library Board

Latest Revised Date: \_\_\_\_\_

1. The Tofield Library Board is responsible for policy and strategic direction of the Tofield Municipal Library. These are to be reviewed annually.
2. At the Board's discretion, ad-hoc committees will be created as necessary.
3. It is the responsibility of Board members to be fully informed of Library matters.
4. Board members are expected to contribute to debates and discussions on Library issues as they arise.
5. If a Board member misses 3 consecutive meetings without authorization, that Board member will automatically be removed from the Board.
6. Board members are expected to attend the Annual General Meeting of the Tofield Library Board, which is held in February of each year.
7. Board members are encouraged to attend library-related conferences and workshops, which will enable them to function more effectively on the Board.
8. The Board may reimburse preauthorized expenses for travel, conference and registration fees, meals, similar reasonable expenses at cost, on provision of receipts.
9. In specific instances, the Board may approve payments as requested for library- related expenses.
10. Board members are not given honoraria nor paid for general expenses related to Board responsibilities, other than those mentioned in points 3 and 4 of this policy.