

TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

Category: Board Information

Policy Number: LIB-01-003

Title: Board Member Responsibilities

1. Attend Board meetings. Board members should arrive on time for meetings and stay until meetings are over.
2. Prepare for Board meetings by reading the meeting package and preparing questions in advance.
3. Contribute to discussions and decision making in a professional manner at Board Meetings.
4. Participate in assigned committee meetings.
5. Respect the confidentiality of *in camera* Board sessions, including after they have left the Board.
6. Avoid doing the work of the Library Manager or library staff. If you are working as a service volunteer, then separate your volunteer role from your trustee role.
7. Become informed on local library operations, the system of libraries in Alberta, the relevant legislation behind decisions and activities of the Board, and the role of Library Trustees. Read, listen, watch, and attend training sessions for Library Trustees.
8. Promote and advocate the Library in the community.
9. As per the Libraries Act, if a Board member misses 3 consecutive regularly scheduled Board meetings without authorization by a resolution of the Board, that Board member will automatically be removed from the Board.
10. Board Members may be reimbursed for preauthorized expenses for travel, conference and registration fees, meals, similar reasonable expenses at cost, on provision of receipts.
11. Board members are not given honoraria nor paid for general expenses related to Board responsibilities, other than those mentioned in this policy.

Date Approved: November 18, 2020

Board Chair Signature: _____

Date to be Reviewed: November 2023