

TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

Category: Board Information

Policy Number: LIB-01-004

Title: Board Chair Responsibilities

1. The Board Chair leads the Board in their governance, strategic, monitoring, evaluation and fiduciary responsibilities. The Board Chair shall serve as the Chair of the Vegreville Public Library Foundation.
2. The Board Chair presides over all Board Meetings. If the Board Chair is absent, the Vice-Chair presides over Board Meetings. If both are absent, the present members will delegate one member to chair that Board Meeting.
3. Before each Board Meeting, the Board Chair is responsible for preparing the proposed agenda with the Library Manager.
4. The Board Chair is responsible for guiding the direction of the Board Meeting, making sure all necessary items are covered and all members of the Board have the opportunity to share their ideas, concerns and expertise.
5. The Board Chair should be familiar with the Robert's Rules of Order and how to use them effectively.
6. The Board Chair should ensure that Board records are kept in accordance with all requirements.
7. The Board Chair should ensure new trustees are oriented to their important role, so they can quickly feel confident about participating in Board discussions and decision-making.
8. The Board Chair should monitor and evaluate the Library Manager. The Board Chair is the official liaison between the Board and the Library Manager, and conveys the will of the Board through effective delegation.
9. The Board Chair or designate is responsible to approve and sign off on timesheets and time off requests for the Library Manager. The Board Chair or designate will approve reimbursement for expenditures by the Library Manager and the payment of the Library's credit card that is in the Library Manager's name.
10. The Board Chair should ensure that the Board refrains from doing the work of the staff. The Board governs by setting policy. The Library Manager ensures that the policies are implemented.
11. As the official representative of the Board, the Board Chair signs documents on behalf of the Board, makes presentations, attends official meetings, signs all Board approved meeting minutes, all approved policies, and otherwise represents the Board to the public.
12. The Board Chair gathers feedback from time to time about how well they are serving the needs of the Board.

Date Approved: November 18, 2020

Board Chair Signature: _____

Date to be Reviewed: November 2023