

Vilna & District Municipal Library Board Policy Manual

Category: Board

Policy Number: 103

Title: Duties of the Board - General

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 Roberts Rules of Order.
3. Board members are expected to attend all meetings of the Library Board. Members should inform the Chair of unexpected absences and unexplained absences of more than 3 consecutive meetings may be deemed a resignation.
4. Prepare for meetings by ensuring assigned tasks from previous meetings are completed.
5. Become familiar with agenda and issues.
6. Review minutes of previous meetings.
7. 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 and evaluation of staff.
8. Make Chair aware of relevant issues for next meeting.
9. Board members should be fully versed in the Alberta Libraries Act and in the Alberta Libraries Association Handbook.

Date Approved: January 2, 2021

Date to be Reviewed: January, 2024