

Vilna & District Municipal 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 the requirements of the trusteeship.
3. Chairs (Board) meetings by:
 - a. ensuring that the meeting is required, and necessary information is collected beforehand (See Policy #103),
 - 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 the meeting's objectives,
 - d. making additions or deletions to the agenda as required,
 - e. following the approved agenda and the adopted rules of order,
 - f. encouraging input from all present,
 - 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 and
 - i. ensuring that everyone is aware of tasks to be completed by the next meeting.
4. Sets tone and climate for Board activity.
5. Ensure proper records are kept and signs adopted minutes of meetings and approved policies.
6. Spearhead development of Board policies 101 – 113 and 300s.
7. Holds signing authority on Board bank accounts.

Date Approved: January 2, 2021

Date to be Reviewed: January, 2024