

Vilna & District Municipal Library Board Policy Manual

Category: Board

Policy Number: 105

Title: Duties of Vice-Chairperson

Policy Statement: Duties of the Vice-Chairperson should be clearly delineated.

Guidelines and Procedures:

1. Assumes the duties of the Chair in the absence of the Chair.
2. Assumes active trustee recruitment and orientation (see policy #101 and #102).
3. Any duties as assigned by the Chair.
4. Spearheads the development of the Board staffing/trustee policies #500 - #513.

Date Approved: January 2, 2021

Date to be Reviewed: January, 2024