

VIKING MUNICIPAL LIBRARY
POLICY MANUAL
LIBRARY BOARD

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Board Approved - March, 2001

13.0 DUTIES OF BOARD POSITIONS

13.1 Chair

- provides leadership to the board
- ensures that board meets requirements of trusteeship
- chairs board meetings, according to procedure accepted by the board
- sets tone and climate for board activity
- appoints committee chairs
- pursues knowledge of board and chair responsibilities
- prepares agenda for board meetings
- ensures that board plans are followed and policy and bylaws adhered to
- ensures that proper records are kept
- signs adopted minutes of meetings

13.2 Vice-Chair

- assumes duties of the chair in the absence of the chair
- may have on-going assigned duties, such as trustee recruitment or orientation

13.3 Secretary

- records minutes of board meetings and provides copies to trustees
- maintains a file of original minutes and reports
- notifies board members of meetings
- ensures that board members receive agendas, minutes, reports, etc.
- handles library correspondence as directed by the board
- acts as chair if both chair and vice-chair are absent
- confirms locations for meetings
- brings required materials, such as board manual, minutes, and reports to meetings
- assists chair in developing agenda

13.4 Treasurer

- chairs finance committee
- sets up and/or monitors bookkeeping/accounting
- should be familiar with current accounting practice
- must be familiar with applicable legislation
- submits a financial summary and status report to board meetings
- has, with two or three others, signing authority for library accounts
- prepares, with the head librarian, an annual financial report
- ensures that the annual report required by the government is properly prepared, audited, and submitted
- maintains a file of potential revenue sources and ensure that grants and special funding are correctly applied for
- presents the board's budget and estimate of funds to council or other funding bodies
- spearheads the development of board financial policy