

## **COUNTY OF THORHILD #7 LIBRARY BOARD POLICY MANUAL**

**Category:** Board

**Policy Number:** 103

**Title:** Duties of the Board

**Policy Statement:** Board members shall actively participate in meetings and committees.

**Guidelines and Procedures:**

1. Treat other Board members with courtesy, helping the chair keep the meeting on track.
2. The Board shall follow Robert's Rules of Order.
3. Prepare for meetings by ensuring assigned tasks from previous meetings are completed.
4. Become familiar with agenda and issues.
5. Review minutes of previous meeting.
6. Board members are expected to participate actively in:
  - 6.1 Discussions and decision-making
  - 6.2 Policy development, approval, monitoring, review and evaluation
  - 6.3 Development and review of the Plan of Service
  - 6.4 Budgeting
  - 6.5 Employing library managers
  - 6.6 Evaluation of managers
7. Make chair aware of relevant issues for next meeting.
8. Board members should be fully versed in the Alberta Libraries Act and in the Alberta Library Association Handbook.

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