

Category: Board
Policy Number: 103
Title: Duties of the Board

Guidelines and Procedures:

1. The Board will:
 - follow *Robert's Rules of Order** when necessary.
 - The Board members will treat other Board members with courtesy.
 - The Board members will become familiar with agenda and issues.
 - Review minutes of previous meeting.
2. Board members are expected to participate actively in
 - discussions and decision-making
 - policy developments, approval, monitoring, review and evaluation
 - development and review of the Plan of Service
 - budgeting
 - employment/evaluation of Library Manager
3. Board members should make the chairperson aware of relevant issues prior to the next meeting.
4. Board members should familiarize themselves with the Alberta Libraries Act and with the Library Trustees Association Handbook.
5. Attending meetings is mandatory. Trustees who are unable to attend are to forward their regrets to the chairperson before the meeting.
6. The information that is discussed in camera will remain confidential.
7. All volunteer hours must be recorded on a tracking sheet and submitted to the Library Manager at the end of each year.

*A copy of *Robert's Rules of Order* is available at the library.

Amended April 28, 2018

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