

**Purpose:** Job and position descriptions for Board Trustees provide direction as well as a consistent means of measuring performance and are an important component of Board self-governance.

### **Trustee Job Description**

A Library Board Trustee: is a volunteer who has been appointed by City of Brooks Council with the responsibility of the governance of Brooks Public Library. Each trustee is responsible for actively participating in discussion, policy development, and decision making. The City of Brooks Library Board is the legal authority for Brooks Public Library and is collectively responsible for representing the interests of the community and governing all aspects of library operation.

### **Requirements of Membership**

- Belief in the importance of libraries and commitment to the vision and mission of Brooks Public Library
- Willingness to serve, and to sit on one or more Board committees (time commitment varies with number of meetings, conferences, etc. each month)
- Skill, knowledge or experience in one or more areas of Board governance: policy, program, personnel, finance, or advocacy

### **Appointment**

Appointment to the Board is made by the City of Brooks Council for a term of three years and may be renewed, as set out in Part 1, section 4.4 of *The Alberta Libraries Act* which states:

"A member of the municipal (library) board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole (city) council passes a resolution stating that the member may be appointed as a member for more than 3 consecutive terms." Once appointed trustees will receive orientation by the City of Brooks Library Board. (G.2 Trustee Orientation and Education Policy)

### **Tasks**

- Become aware of and fully informed on library matters, issues, and legislation
- Contribute to discussion and decision making and foster positive relations among Board trustees, committees, staff, and community
- Accept responsibility for library affairs and governance
- Develop, approve, monitor, review, and evaluate policy, bylaws, budget, and plan of service
- Develop skills through attendance at workshops, conferences, trainings, etc.

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Board Chair

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- Monitor Board and trustee effectiveness

### **Evaluation**

Each trustee shall annually participate in an evaluation of his or her performance of Board duties and responsibilities, using a checklist and standards agreed upon by the Board. (See Attachment A, Trustee Evaluation Checklist)

### **Termination**

Termination of trusteeship (as specified in *The Libraries Act*) may occur at the conclusion of the appointed term; after three consecutive missed Board meetings not authorized by the Board; by a decision of Council; or by resignation.

### **Board Position Descriptions**

#### **Chair**

- Provides leadership to the Board
- Sets the tone and climate for Board activity
- Ensures that the Board meets requirements of trusteeship
- Determines the need for meetings, sets the time, sets the agenda, and chairs meetings according to procedure accepted by the Board
- Calls meetings to order and adjourns them within the appointed times
- Pursues knowledge of Board and chair responsibilities, appropriate legislation, bylaws, policies, and rules of order through ongoing development and education opportunities
- Summarizes and brings closure to discussion, without introducing personal opinions and biases
- Facilitates the contribution of all trustees to Board business
- Ensures that Board plans are followed, adhering to legislation, bylaws, and policy
- Ensures that proper records are kept and signs adopted minutes of meetings
- Has signing authority for library accounts
- Implements the decisions of the Board, usually assigning specific tasks or delegating to committee
- Ensures that committee chairs are in place, and may appoint committee chairs
- Calls for election of Board positions annually and when positions become vacant

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**Vice-Chair**

- Assumes duties of the chair in the absence of the chair
- Has signing authority on library accounts
- May have on-going assigned duties, such as trustee recruitment or orientation

**Secretary**

- Records the minutes of Board meetings and provides copies to trustees and manager within a week of the meeting
- Notifies Board members of meetings not regularly scheduled
- Confirms locations for meetings
- Handles library correspondence as directed by the Board i.e. Thank you letters
- Acts as chair if both chair and vice-chair are absent

**Treasurer**

- Acts as chair of the Human Resource and Finance Committee
- Is familiar with current accounting practice and applicable legislation
- Has signing authority for library accounts
- Work with the Library Manager to develop an annual budget for submission to the HR&F committee
- Submits a financial summary and status report to Board meetings
- Assists the Library Manager with an annual financial report and audit preparations
- Ensures that the annual report required by Government of Alberta Municipal Affairs, Public Library Services Branch is properly prepared, audited and submitted
- Assists Library Manager as requested with researching potential revenue sources, including application criteria, procedures, deadlines, grants and special funding

**Committee Chair(s)**

- Notify committee of meeting dates
- Prepare agenda's for committee meetings
- Chairs committee meetings
- Ensures that Committee mandates are fulfilled

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## **Attachment A**

### **Trustee Evaluation Checklist**

#### **Am I an Effective Board Member?**

- Do I arrive at meetings on time prepared to actively participate?
- Do I prepare reports, motions, etc., in writing if possible, and submit them to the Board Secretary in sufficient time for distribution before the meeting?
- Do I read Board material in advance of meetings, noting comments and questions?
- Do I follow through on assigned activities?
- Do I notify the Chair in plenty of time about items for the agenda?
- Have I developed working knowledge of library policies and applicable legislation?
- Do I maintain friendly, positive relationships with other Board members and staff?
- Do I ask questions?
- Do I participate in discussion and decision making, ensuring that I offer my relevant comments and suggestions prior to the Board's decision?
- If I disagree, do I disagree with ideas and motions rather than individuals?
- Do I understand the rules of order and rules of the table chosen by the Board to facilitate meetings?
- Do I calendar Board and committee meetings and events, to allow time for advance preparation?
- Do I notify the Chair in advance if I am unable to attend a meeting?
- Do I dispose of sensitive document appropriately?
- Do I always speak positively of the library to the public?

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