

Trustee Roles and Responsibilities

The library board is responsible for establishing policies that guide the effective operation of the library, for hiring the Chief Librarian, for entering into a collective agreement with employees; and has overall fiscal responsibility for the library. The board sets the strategic direction for the library, and monitors progress of the library's strategic priorities.

WV Memorial Library Board Trustees must commit to these responsibilities:

GOVERNANCE, OVERSIGHT & PLANNING

- ▶▶ Provide leadership in board and community affairs
- ▶▶ Understand the Library Act of BC, which governs the establishment and operations of libraries within the province, and defines the role and status of the library board
- ▶▶ Understand, enforce and, when necessary, update the board policies of the WVML
- ▶▶ Guide visioning, strategic planning and goal-setting for the library's director
- ▶▶ Exercise legal responsibilities as a board member
- ▶▶ Evaluate performance of the board and director
- ▶▶ Seek opportunities for continuous improvement of board knowledge and effectiveness
- ▶▶ Hold fellow board members and the Director of Library Services accountable to commitments
- ▶▶ Comply with library board governance policies
- ▶▶ Observe parliamentary procedures in board meetings. Board meetings are conducted using Roberts' Rules of Order
 - When the Chair calls for a vote, abstentions are not called for, only the ayes and nays. If a trustee believes he/she has a conflict of interest, the trustee must abstain from voting and ensure his/her abstention is noted in the minutes. A trustee may also abstain if he/she believes he/she has insufficient information for making an informed decision
- ▶▶ Act with integrity in all matters relating to the library and community
- ▶▶ Exercise loyalty and confidentiality as a board member and support decisions made by the board

LEARNING & KNOWLEDGE

- ▶▶ Demonstrate the knowledge, experience or potential to effectively contribute to key areas of board involvement, such as:
 - Governance and Policy
 - Strategic Planning
 - Finance
 - Technology
 - Infrastructure
 - Advocacy
- ▶▶ Interest in library services, programs, public computing technologies and collections
- ▶▶ Maintain awareness of issues impacting literacy, public libraries in B.C., and the WV Memorial Library
- ▶▶ Participate in board orientation and training including TOP (Trustee Orientation Program) provided by the BCLTA

PERSONNEL

- ▶▶ Treat colleagues and library staff with respect and thoughtfulness
- ▶▶ Participate objectively, transparently and fairly in performance reviews of the director
- ▶▶ Seek and evaluate new candidates for board trustee positions, when required

PARTICIPATION

- ▶▶ Prepare for board meetings in advance
- ▶▶ For all board meetings, trustees should read and be prepared to discuss:
 - A Report by the Director of Library Services on library services, initiatives and activities
 - Financial and statistical reports
 - Committee and liaison reports
 - White papers or staff reports
- ▶▶ Attend regularly scheduled board meetings
- ▶▶ Participate fully, question openly, deliberate thoughtfully
- ▶▶ Serve on standing committees, act as liaisons and participate in ad hoc committees or task groups as required. Board members are expected to chair or participate in one or two committees to explore topics in detail.
 - There are four standing committees: Finance, Human Resources, Infrastructure and Advocacy
 - There are three liaison positions: InterLINK, WVML Foundation and Friends of the Library
 - Trustees may also be asked to participate in ad hoc committees or task groups that have been established by the Chair for a specific purpose. The term of appointment would end upon completion of the purpose or by direction of the board. Examples include a Strategic Planning Committee or a Greening Committee.
- ▶▶ Support library events, including fundraising, through active participation
- ▶▶ Participate in board workshops

ADVOCACY

- ▶▶ Secure financial resources to realize the WV Memorial Library's mission and strategic plan goals, through building relationships with Council, stakeholders and the community
- ▶▶ Attend Council meetings in support of the library's agenda
- ▶▶ Advocate for the library in appropriate public and private contexts

Please recognize that the fulfillment of these responsibilities form the primary criteria for board trustee-reviews and for re-nomination to the Library Board. In addition, if a board trustee is absent for more than three consecutive meetings, without written approval from the Chair, Council may chose to terminate his/her position on the board upon receipt of a report from the Library Board Chair.