



## Board Executive, Committee Membership and Responsibilities

Policy Number: 2021-004

Date Authorized: December 2021

To be reviewed: December 2024

### Purpose or Intent

This policy articulates the Trochu Municipal Library Board Committee of the Whole, Executive and Committee positions, their responsibilities and the selection and appointment process.

### Authority

The Libraries Act (2000) states: A board shall elect a chair and any other officers it considers necessary from among the members.<sup>1</sup>

### Policy Statement

1. Trochu Municipal Library (TML) requires a chairperson as stated in the *Libraries Act* (2000). TML established and assigns duties to the following additional officers: vice-chairperson, secretary, and treasurer. These four positions make up the Executive Committee.
2. TML has established the following committees:
  - a. Finance
  - b. Personnel
  - c. Fundraising
  - d. Policy
  - e. Records
  - f. Marigold Liaison

Additional committees may be created for specific purposes such as the Casino Committee.

3. **Committee of the Whole** means that membership on the TML board requires commitment to the activities of the board, active participation in at least one committee, and preparation for meetings by reading documents, preparing responses and participating in discussions. The board is a decision-making board and as such, individuals need to be informed to participate fully. The authority for decisions comes from the board-as-a-whole enacting motions, bylaws and policies, creating strategic goals on behalf of the community and with their input where possible, and thoughtfully pursuing actions to accomplish the goals.
4. Selection and appointment of the Executive positions is outlined in the Bylaws of the Trochu Municipal Library (June 2020).

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<sup>1</sup> *Libraries Act* (2000). Part 5, Section 32.



5. When a board member resigns from the board or from a position, it may be necessary to make committee appointments at various times during the year. Appointments are generally 3-year terms; however, new appointments should state the term of the appointment.
6. The secretary will keep accurate record of each positions' 3-year term of office and when terms are expiring.

## **7. Executive Committee Positions and Responsibilities**

### Board Chairperson

- With input from members and the assistance of the secretary, sets the meeting agenda ensuring that the secretary has the information at least a week in advance of the meeting.
- Chairs all meetings including special meetings.
- Ensures that records are kept in a secure filing cabinet including financial, operational and legally-required documentation in accordance with record retention schedules.
- Signs adopted minutes of meetings and adopted policies.
- Has signing authority for library accounts.
- Is responsible for one of the bank cards.
- Ensure committee chairpersons are in place and may appoint chairpersons or members.
- Serves on at least one committee and is an ex-officio member of all committees.
- Has a set of keys (facility, filing cabinets)
- May designate specific responsibilities to the vice chairperson.

### Vice Chairperson

- Assumes duties of the chairperson in the absence of the chairperson.
- May have signing authority on library accounts.
- May have responsibility for a bank card.
- Has a set of keys (facility, filing cabinet).
- Serves on at least one committee.
- May be assigned specific responsibilities from the chairperson.

### Treasurer

- Chairs the finance committee.
- Has signing authority on library accounts.
- Has a bank card.
- Ensures payroll processing occurs including timely submission of signed payroll sheets to town payroll clerk for the issuing of checks.
- Pays all bills, issues all checks and keeps accurate accounts of all receipts and expenditures.



- Provides TML Board with a financial statement for adoption at the regular meeting.
- Provides financial analysis for items under consideration.
- Works with the finance committee to prepare a budget draft for the new year.
- Ensure books are audited as soon as possible in the new year.
- Submits an annual financial statement to government to maintain society status.
- Completes financial statements and budget documents and submits to the government for grant funding. Sends a copy of these documents to the Town of Trochu and Marigold Library System.
- With the Casino committee, ensures the reconciliation of financial statements for AGLC.
- Ensures financial documents are filed both electronically and in hard copy within the library files.
- Has a set of keys (facility and filing cabinet).

#### Secretary

- Assists/ develops the agenda for meetings.
- Sends out the agenda, minutes of the previous meeting and any required documents one week prior to the meeting.
- Records minutes of all meetings.
- Maintains original agendas, minutes, correspondence in hard copy at the library and ensures these documents are filed both electronically and in hard copy within the library files.
- Ensures minutes are posted on the website.
- Ensures policies are posted on the website.
- Handles library correspondence as required.
- Maintains items such as the Executive Committee appointment and terms, Committee List, etc.
- Has a set of keys (facility and filing cabinet).

### **8. Committees and Responsibilities**

#### Finance Committee

- Chaired by the treasurer.
- Has at least one additional board member.
- May assist the treasurer in preparing financial documents.
- In the absence of the treasurer, a committee member may speak to the treasurer's report.
- A committee member may have signing authority on library accounts.

#### Personnel Committee

- The library chairperson and/or vice-chairperson will chair this committee.
- Has one or two other board members.



- The chairperson of this committee is the liaison between the library manager and the board.
- Prepares the annual performance review of the library manager.
- Ensures the library manager completes the performance review of other staff members and provides feedback to the committee.
- May make recommendations to the Board with regards to salary after considering the results of the performance review.
- May be required to deal with a grievance as per policy.

#### Fundraising Committee

- One board member appointed to chair with two other board members.
- Presents suggestions for fund-raising initiatives to the Board.
- Undertakes to organize fundraising events as approved by the Board.
- Provides a chairperson for the casino fundraising event which happens every 3 years.
- For the Casino Event, this committee:
  - Maintain a liaison with the casino committee
  - Prepares all documentation
    - Recruits volunteers
    - Works with the treasurer to prepare financial documents
- Provides financial information separately on each event in a manner that allows the treasurer to provide financial analysis of income, expenditures and total profit for each event.

#### Policy Committee

- Two board members with one appointed chair.
- Must be aware of the authority and expectations of the provincial legislation governing libraries and ensure TML is compliant.
- Annually reviews the mission statement and bylaws with the Board and may make recommendations for change.
- Annually seek the input of the board and report on the progress in meeting goals outlined in the plan of service.<sup>2</sup>
- Ensures the Plan of Service is renewed every 5 years as required including a community needs assessment/consultation.
- Identifies policy gaps, researches and writes new policy for discussion and approval of the Board.
- Ensures there is a review process with timelines for the existing policy.
- Ensures that policy exists as required by the *Libraries Regulations* (2018), Section 7.
- Ensures that the appropriate submissions of the plan of service and required policies have been made to Marigold Library and government.

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<sup>2</sup> Required by *Libraries Regulations*. (2018). Section 13 (1) b.



### Records Retention Committee

- Two members including the secretary.
- Ensure all records are filed both electronically and in hard copy safely and securely in accordance with the confidentiality policy and FOIP guidelines.
- Ensures there is a Records Retention schedule.
- Ensures that permanent records are maintained as required.
- Ensures the culling of old files and their safe destruction occurs at least annually.
- Ensures there is a file key and transparency in filing to assist in information searches, audits, history searches, succession planning and other types of research in the files.

### Marigold representative

- One board member (typically the Town of Trochu's representative to the board).
- Liaison between Marigold Library system and Trochu Municipal Library.
- Attends Marigold meetings, monitors Marigold newsletters, emails and information packages to apprise TML of relevant information.
- May organize orientation sessions or other educational workshops as needed.
- Circulates information on upcoming events, webinars and other learning opportunities sponsored by Marigold Library System.