

Town of Grimshaw Library Board Policy 3/D

Subject: Board Terms

Date Approved: October 6, 2009

Updated & Approved: Sept. 17, 2018

Reviewed & Approved: March 18, 2019

1. The board shall elect its officers from the members of the board at the December organizational meeting.

2. Officer of the Board and their duties shall be:

Chair:

- Preside at all official meetings, preserve order and enforce by-laws of the board.
- Be ex-officio member of all sub-committees.
- Represent the board at public functions, when required.
- Assist the Library Manager in preparing an agenda for the meeting.
- Make decisions that may be required between meetings of the Board.

Vice-Chair

- In absence of the chair, acts in the capacity of the Chair
- Undertakes to do specific assignments for the Chair.

Secretary

- Records the minutes of all regular and special meetings of the Board.
- Shall write correspondence as directed by the Board.

3. Signing Authority:

- Three people to have signing authority on cheques made on behalf of the Board, the Chairperson, the Vice Chair, and the Library Manager and two of three to sign.

4. The Board will appoint, from its members, such committees as it may deem necessary and define the functions of such committees.

- Personnel
- Policy
- Finance & Fundraising
- Marketing, Advocacy & Programming

