

## Library Board Trustee Duties

TERM	<ul style="list-style-type: none"> <li>• Four years, concurrent with term of municipal council.</li> </ul>
REMUNERATION	<ul style="list-style-type: none"> <li>• None; allowable expenses only.</li> </ul>
LIMITS	<ul style="list-style-type: none"> <li>• Must be a Canadian citizen and at least eighteen years old.</li> <li>• Must be a resident of the municipality of Cochrane, or a resident of a municipality that has a contract with the library board.</li> <li>• May not be a library employee or an employee of the municipality.</li> </ul>
TIME COMMITMENT	<ul style="list-style-type: none"> <li>• Regular board meetings are held monthly from September to June. Special Board meetings and Committee meetings may be held from time to time.</li> <li>• The incumbent must not miss more than three consecutive meetings.</li> </ul>
GENERAL FUNCTION OF THE BOARD	<ul style="list-style-type: none"> <li>• The Board sets goals and establishes policies. It appoints a Chief Executive Officer (CEO) who manages the library under the guidance of the Board's policies.</li> </ul>
GUIDING PRINCIPLES	<ul style="list-style-type: none"> <li>• The Board is accountable for the operation of the library through the development and monitoring of policies, plans, and budgets, and through monitoring the performance of the CEO.</li> <li>• Board Trustees ensure that the library is properly run and managed, but do not run or manage the library.</li> </ul>

DUTIES OF THE  
LIBRARY BOARD

- Employ a competent and qualified Chief Executive Officer.
- Determine and adopt written policies to govern the operation and programs of the library.
- Assess the library needs of the community.
- Set the overall direction of the library in response to the needs of the community.
- Develop a strong and positive working relationship with the municipal council.
- Work with the CEO to prepare a budget suitable for carrying out the library's goals and objectives and present this budget to the municipal council.
- Ensure that proper financial control measures are in place.
- Ensure that complete and accurate records are kept by the library.
- Be a promoter and advocate for the library in the community.
- Attend all board meetings, and committee meetings as assigned.

DESIRABLE  
QUALIFICATIONS

- Interest and involvement in the library and community.
- Readiness to dedicate time and effort.
- Knowledge of the community's social and economic conditions.
- Aptitude for planning.
- Ability to work in a political environment.

RELEVANT  
EXPERIENCE

- Previous service on volunteer boards or advisory committees.
- Demonstrated leadership abilities.
- A wide range of vocational backgrounds is helpful. Board Trustees should be prepared to apply their knowledge and skills to the development of policies and services.