

## Lib-02-004

### **Section: The Town of Tofield Library Board**

#### **Title: Trustee/Board Member Commitment**

1. The Board is responsible for the policies and strategic direction of the Tofield Municipal Library.
2. At the Board's discretion, ad-hoc committees may be created.
3. It is the responsibility of Board members to be fully informed of library matters.
4. Board members are expected to contribute to debates and discussions on Library issues as they arise.
5. Board members are required to attend Board meetings.
6. If a Board member misses three consecutive meetings without authorization, that Board member will automatically be removed from the Board (The Libraries Act: Section 31).
7. If a board member is disqualified, the person is deemed to have resigned the person's seat on the board (The Libraries Act:31.2).
8. Board members are expected to attend the Board Annual General Meeting.
9. Board members are encouraged to attend library-related conferences and workshops, which will enable them to function more effectively on the Board.
10. The Board may reimburse preauthorized expenses for travel, conference and registration fees, meals, and similar reasonable expenses at cost, on provision of receipts.
11. In specific instances, the Board may approve payments as requested for library- related expenses.
12. Board members are not given honoraria nor paid for general expenses related to Board responsibilities, other than those mentioned in points 10 and 11 of this policy.

*Last Revised by Patti Cambell, Tofield Municipal Library Board Chair – September 2008*

Latest Revised Date: February 8, 2024