

2.5 Trustee Officer Descriptions

The Trustees will elect from among themselves the positions of Chair, Vice-Chair, and Secretary at each November meeting. The term of office is one year.

Chair

- provides leadership to the Board
- sets the tone and climate for Board activity
- ensures the Board meets requirements of trusteeship
- determines the need for meetings, sets the agenda in consultation with the Head Librarian and chairs meetings in accordance with Robert's Rules of Order
- notifies Trustees of meetings
- distributes the meeting minutes to Trustees
- calls meetings to order and adjourns meetings within the appointed times
- summarizes and brings closure to discussion as required
- appoints committee chair persons with input from Trustees
- encourages Trustees to expand their knowledge and responsibilities in regards to serving as Trustees
- ensures all Trustees have an opportunity to express themselves freely on policies and decisions without indication of bias
- ensures that proper minutes meetings are kept and signs the adopted minutes of previous meetings
- conducts an annual review of objectives, plans and needs for the Library
- represents the Board to community agencies and Coaldale Town Council

Vice-Chair

- assumes duties of the Chair in absence of the Chair
- may have assigned duties

Secretary

- records minutes of Board meetings and provides copies to the Chair
- maintains a file of original minutes and copies of reports, correspondence etc. at the Library
- handles correspondence as directed by the Board
- brings required materials (by-laws, minutes and reports) to meetings
- acts as chair if both Chair and Vice-Chair are absent
- performs any actions arising out of the meeting which pertain to the Secretary
- may have assigned duties