

Madawaska Valley Public Library Policy Manual

Policy Type: Governance

Policy Number: GOV-03

**Policy Title: Duties and Responsibilities of
Individual Board Members**

Initial Approval Date: June 2012
Last Review/Revision Date: 2016
Review Date: 2020

Objective

To define the obligations of individual members of the Township of Madawaska Valley Public Library Board (the Board).

Scope

The Board expects its members to understand the extent of their authority and to use it appropriately. While an individual Board member has a number of responsibilities, outside of a meeting of the library board he or she has no authority to make decisions.

1. Each Board member is expected to become a productive participant in exercising the duties of the Board as a whole.
2. Individual Board members are responsible for a **Duty of Diligence** as follows:
 - a) Be informed of legislation under which the library exists, Board bylaws, mission, vision and values
 - b) Be informed about the activities of the library, the community, and issues that affect the library
 - c) Be prepared for all Board meetings
 - d) Attend Board meetings regularly, contribute from a personal and professional experience, and use meeting time productively.
3. Individual Board members are responsible for exercising a **Duty of Loyalty** as follows:
 - a) Adhere to the regulations of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M50
 - b) Act in the interest of the library clients and community over and above other interest group involvement, membership on other boards, council or personal interest
 - c) Speak with “one voice” once a decision is reached and a resolution is passed by the Board
 - d) Represent the library positively to the community.
4. Individual Board members are responsible for exercising a **Duty of Care** as follows:
 - a) Promote an optimum level of library service
 - b) Consider information gathered in preparation for decision making
 - c) Offer personal perspective and opinions on issues that are subject to Board discussion and decisions
 - d) Show respect for the opinions of others
 - e) Assume no authority to make decisions outside of Board meetings
 - f) Know and respect the distinction in the roles of the Board with regard to governance and the staff, management and operations

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- g) Refrain from individually directing the Chief Executive Officer (CEO) and the staff
- h) Respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information
- i) Resist censorship of library materials by groups or individuals.

Related Documents:

Policy Number BL-04 Powers and Duties of the Board

Policy Number GOV-01 Purpose of the Board

Municipal Conflict of Interest Act, R.S.O. 1990, c. M50