

Board/Director Roles exercise

Effective library operations and governance are the result of a shared understanding of the roles of the Board of Trustees and the Library Director/Library Staff.

The following is a representative list of roles and responsibilities. Please mark each one as follows:

B for Board responsibility

D for Director responsibility

S for Shared responsibility

Planning

- _____ Require and initiate the long range planning process
- _____ Assess community needs for the long range planning process
- _____ Develop long range plan
- _____ Approve long range plan
- _____ Create annual action steps for long range plan
- _____ Approve annual action steps for long range plan
- _____ Monitor progress toward long range plan

Personnel

- _____ Select/hire/evaluate Library Director
- _____ Select/hire/evaluate library staff
- _____ Select/train/evaluate library volunteers
- _____ Adjudicate personnel problems among library staff
- _____ Determine number of and salary for paid staff positions

Finance

- _____ Prepare preliminary budget
- _____ Finalize and approve budget
- _____ Keep expenditures within the approved budget
- _____ Approve expenditures outside of approved budget
- _____ Require annual independent audit or financial review
- _____ Identify possible grant funding opportunities
- _____ Prepare and submit grant applications
- _____ Devise fundraising initiatives
- _____ Manage fundraising initiatives

Community Relations

- _____ Represent the library in the community
- _____ Develop relationships with community leaders and organizations
- _____ Advocate for increased funding support
- _____ Prepare promotional materials on library activities
- _____ Speak to the media about library issues

Board Activities/Board Development

- _____ Plan agenda for board meetings
- _____ Prepare and distribute materials for board and committee meetings
- _____ Identify potential new trustees
- _____ Cultivate and recruit new trustees