

RED DEER LIBRARY  
BOARD  
POLICY MANUAL

SUBJECT:  
BOARD BY-LAW  
BOARD ORGANIZATION

SECTION 2.3  
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DATE June 17, 1998

### **Officers**

The officers of the Board will be the chair and the vice-chair, who will be nominated and elected by the Board members at the regular meeting in November of each year. The chair shall appoint a nominating committee one month prior to the November meeting and they will present a slate of officers at the November meeting. Nominations can also be made at this meeting. The officers shall serve a term of one year from the meeting at which they are elected and until their successors are duly elected. The officers may not serve more than two (2) consecutive terms.

### **Chair**

The chair shall preside at all meetings of the Board, execute all documents authorized by the Board, serve as an ex-officio member of the standing and ad hoc committees of the Board and generally perform all duties associated with that office.

### **Vice Chair**

The vice-chair, in the event of the absence or disability of the chair or of a vacancy in that office, shall assume and perform the functions of the chair.

### **Executive Committee**

The Board chair, vice-chair and chairs of each of the standing committees of the Board constitute the Executive Committee of the Board. The Executive Committee will attend to matters of an emergent nature between regular Board meetings and will report its decision to the full Board for consultation and confirmation. The Executive Committee will consider matters which require a decision during any period the Board is recessed.

### **Committees**

There shall be two standing committees of the Board, each with approximately the same number. The Finance and Planning Committee and the Personnel and Administration Committee. Each Board member will serve on one of the committees and the committee will, from amongst its members, elect/ select a chair. The standing committees will consider those matters falling within their terms of reference and will report their decisions and

recommendations to the full Board for confirmation. The Board shall strike such ad hoc committees as it deems necessary.

The Finance and Planning Committee has the following general areas of responsibility:

- a) Develops and presents an annual budget to the Board at its September meeting;
- b) Develops a 3 year rolling Strategic Plan based on a community needs assessment;
- c) Monitors the budget and financial activities;
- d) Reviews the audited financial statements with the auditor and presents them to the Board for consideration;
- e) Develops plans as necessary for special funding requests;
- f) Recommends financial policies to the Board;
- g) Provides a committee member to the Board Contract Negotiating Team.

The Personnel and Administration Committee has the following general areas of responsibility:

- a) Recruits, selects and appoints the Director and conducts an annual performance review with recommendations to the full Board;
- b) Develops and recommends Personnel Policies to the Board;
- c) Ensures that all policies and board by-laws are current and filed with Alberta Community Development, Arts and Libraries Branch and the City of Red Deer and that these policies and by-laws conform to existing legislation;
- d) Places a committee member on the Board's Contract Negotiating team and takes a lead role in the negotiating process.

The Director shall attend all Board and Committee meetings and shall ensure that a true and accurate record is kept. The Board chair will sign a copy of the Board meeting minutes upon their confirmation by the Board.

### **Board Memberships**

The Red Deer Library Board belongs to the Library Association of Alberta, the Canadian Library Association and other relevant organizations as an institutional member. Fees are regularly budgeted as part of the normal operating budget of the library.