

**BOARD CHAIR**

**REFERENCE:** Constitution(2005) and Bylaws of the Galiano Library Society Part 7 – Duties of Officers

**DATE APPROVED:** October, 2012      **DATE AMENDED:** May, 2022

**DATE LAST REVIEW:** May, 2022      **DATE FOR REVIEW:** May 2025

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**POLICY:**

The Board Chair:

- Is the chief executive officer of the society and must supervise the other officers in the execution of their duties;
- Is accountable to the Board of Directors. The Chair may delegate specific duties to the Board members and/or committees as appropriate; however, the accountability for them remains with the Chair;
- Is responsible for ensuring that the Board of Directors:
  - is aware of and fulfills its governance responsibilities;
  - complies with applicable laws and bylaws;
  - conducts Board business effectively and efficiently.
- Is a member of the Southern Gulf Island Library Commission.

**PROCEDURE:**

**1. Meetings**

- a. Ensures that an agenda is planned for board meetings.
- b. Issues notice of meetings.
- c. Presides over meetings of the Board of Directors by conducting meetings. according to accepted rules of order and voting as prescribed in the bylaws.
- d. Casts a deciding vote in the event of a tie.

**2. Board Committees**

The Chair:

- serves as an *ex officio* member of all committees as required;
- identifies problems and assists the committee chairperson to resolve them, and if necessary, brings them to the attention of the Board of Directors;

- liaises with the Operations Committee to ensure the smooth-running of the library.

**3. Community Relations**

The Chair ensures that the organization maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the he/she serves as primary spokesperson for the organization.

The Chair:

- represents the organization to the media;
- represents the organization on governmental or nongovernmental organizations and committees;
- ensures that timely and appropriate reporting of Board decisions and actions are sent to members and/or funders and/or donors;
- responds to concerns raised by members of the community.

**4. Liason**

The Chair is the primary liaison between the Board and the CRD.

**5. Signing Officer**

The Chair is designated by the Board of Directors as one of the signing officers.

**6. Board Development**

The Chair ensures that structures and procedures are in place for effective recruitment and training of board members.

**7. Financial Resources**

The Chair ensures that structures and procedures are in place for securing the financial resources required by the organization.

**8. Building Maintenance**

In conjunction with the Building Committee, CRD and SD64 officials, coordinates the maintenance of the library and in this capacity hires appropriate trades people if necessary for:

- Maintenance of the library building;
- Parking lot maintenance;
- Snow removal;
- Water sampling;
- Plant and tree care.

**9. Delegation**

The Chair establishes or proposes the establishment of committees of the Board, and may assign tasks and delegate responsibilities to board committees and/or Directors.

Approved (Signature) Board Chair

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Date: \_\_\_\_\_