

## Board Membership and Responsibilities Policy

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<i>Topic</i>	Board Governance
<i>Authority</i>	Board
<i>Related Documents</i>	<a href="#">Alberta Libraries Act</a> <a href="#">Alberta Libraries Regulation</a>

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The Regional Municipality of Wood Buffalo Library Board operates under the Alberta Libraries Act, L-11, RSA 2000, including the accompanying Regulations and any amendments thereto.

The Board, subject to any enactment that limits its authority, is a governing Board, and has full management and control of Wood Buffalo Regional Library (WBRL).

### Appointment and Composition of the Board

Pursuant to the Act and the Regional Municipality of Wood Buffalo Bylaw #00/050, Board members are appointed by Municipal Council. The Board is composed of nine members.

Per the Libraries Act, Council may appoint up to two councilors as members of the Board.

- Councilors appointed to the Board are considered full members and are subject to the same rules and responsibilities of Board members, as set out in Board policy.
- The only exception to the above statement is participation on Board committees. Councilors are not required to participate on committees although participation is encouraged.

### Board Responsibilities

Responsibilities of the Board include:

- **Policies:** create policies and plans that enable library services and the good management of WBRL.
- **Strategic Planning:** participate in the planning of library services, approve and be accountable to the community driven strategic plan. Formulate goals of WBRL and approve plan(s) for meeting goals.
- **Advocacy:** advocate on behalf of WBRL, promote and support WBRL.
- **Funding:** obtain adequate funding and create budgets to plan library expenditures.
- **Reporting:** communicate with and respond to the community and to municipal council.
- **Director Evaluation:** employ a competent Director, giving direction and evaluating performance.

### Board Management

Each year, at the Organizational Meeting in January, the Board elects by majority vote, from its members, a Board Chair and a Vice Chair.

- The term of the Board Chair and Vice Chair is one year.
- The Board Chair and Vice Chair may be removed only by a majority vote of the Board.
- If the position of the Board Chair and Vice Chair becomes vacant, the Board elects a new Board Chair by majority vote.

- The Board Chair is entitled to vote on all matters before the Board.
- The Board Chair is an ex officio member of all Board Committees.
- When the Board Chair is not present at a Board Meeting or is otherwise unable to carry out all or any of the designated duties, the Vice Chair presides in place of the Board Chair.

In the absence of both the Board Chair and the Vice Chair from a Board meeting, the Board members attending the meeting may elect a temporary chair to preside over the meeting in question, by a majority vote.

The Director or their designate attends all Board meetings and may participate in debate at the discretion of the Board Chair. The Director is not a Board member and is not entitled to vote.

***History***

*Created: October 21, 2020.*

*Revised: January 19, 2022.*