

JOB DESCRIPTION

Chair of the Board Gibsons and District Public Library Association

The Role of the Chair

The Chair of the Library Board is elected annually by the board members at the first meeting following the Annual General Meeting. The board as a whole makes all major board decisions, sets policy and determines the direction of GDPL. The Chair acts as a coordinator and facilitator to ensure that the board operates smoothly and responsibly, and that key tasks are carried out in a timely manner.

Generally, the role of the Chair is as follows:

- Chair regular board meetings and the Annual General Meeting
- Liaise with the Chief Librarian
- Coordinate board activities
- Act as public Spokesperson for the Board
- Maintain relationships at the political level with key stakeholders and representatives of other organizations

Detailed Responsibilities

1. Chair Meetings and Coordinate Board Activities

The board chair is constantly vigilant to ensure that the board fulfills its organizational, legal and fiscal responsibilities. As much as possible, the chair delegates tasks among board members so the workload is equitably distributed and board members take on more responsibility as they gain experience.

The Chair does the following:

- Arrange and conduct regular Board meetings
 - Ensure that quorum will be available
 - Chair meetings according to policy and rules of order
 - Ensure Board activities are undertaken in accordance with the annual agenda
 - Organize Committees and Task Groups to handle Board work
 - Ensure that important issues or concerns which may not be on the annual agenda are not neglected

- Arrange and conduct other Board or Task Group meetings as needed
- Chair the Annual General Meeting of the Library Association and oversee the election of Trustees (unless the Chair is up for election, in which case the Chair arranges for an alternate to conduct that portion of the meeting).
- Facilitate the ongoing success of the board
 - Ensure that board members receive suitable training and orientation
 - Ensure that a succession plan is in place
 - Mentor and communicate with board members as needed
 - Ensure that the board maintains a positive organizational culture, and that meetings are respectful and effective.
 - Ensure that the board conducts its own internal evaluations
 - Maintain key confidential board records and files
- Ensure that the board's processes are open and accountable to the Library's members and the public.

2. Liaise with the Chief Librarian

The Chief Librarian is the board's only employee. The board as a whole is the employer and makes all major employment decisions, but the Chair ensures that communications are maintained in between board meetings, and that the board carries out its obligations as an employer. The Chair is the primary liaison with the Chief Librarian for such matters as monitoring ongoing performance, setting professional development goals, and addressing any patron concerns regarding the Chief Librarian. The Chair (and other board members) provide guidance and support to the Chief Librarian as requested or required. The Chief Librarian helps the Chair stay informed about important library initiatives or issues between board meetings.

3. Act as the Board's Public Spokesperson

The Chair is the Library's chief representative in the political arena. The Chair represents the board to the SCRD, the Town of Gibsons and other organizations as required. The Chair maintains relations with the library's key stakeholders.

The Chair represents the board to the public and answers questions about governance.

The Chair act as an advocate for the Library at every opportunity.