

## White Pine Library Cooperative Board Member Roles and Responsibilities

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<b><u>TITLE:</u></b>	Member, Board of Directors
<b><u>ROLE:</u></b>	To determine policies, procedures and regulations for the conduct of the White Pine Library Cooperative; to monitor organizational performance.
<b><u>TERM:</u></b>	Three years (unless appointed to fill any un-expired term)
<b><u>RESPONSIBLE TO:</u></b>	Chairperson, Board of Directors

### RESPONSIBILITIES AND POWERS OF THE BOARD OF DIRECTORS:

1. Establish policies for administering the activities and services which are in harmony with the WPLC Plan of Service.
2. Employ the executive director.
3. Ensure that the financial affairs of WPLC are conducted on a responsible basis in accordance with established practices.
4. Ensure that the property of WPLC is maintained in a reasonable state of repair.

### SPECIFIC DUTIES OF A MEMBER OF THE BOARD OF DIRECTORS:

1. Attendance at board meetings; active participation as a policy maker and planner is the most important job.
  - Attend meetings regularly and on time.
  - Become well informed in advance of the meeting regarding all agenda items.
  - Contribute knowledge and express points of view based on experience.
  - Consider other points of view, make constructive suggestions, and help the board make group decisions which reflect the thinking of the total group.
2. Attendance at committee meetings, as scheduled, as well as any special ad-hoc committees to which appointed
3. Assume board leadership responsibilities as requested and as possible (such as committee chairperson, elected officer)

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4. Represent the Cooperative at community events, with other organizations, and with private individuals. Speak of the Cooperative proudly and positively.
5. Be informed about the Cooperative's programs, policies and services.
6. Be informed about the needs of the library community, society and agency constituents.
7. Make all decisions and take all actions based on the principles of reasonable prudence and acting in good faith, with the well-being of the Cooperative always of paramount importance.
8. Avoid any and all conflict of interest.

Michigan is unique in granting its citizens constitutional right of access to library services. Article 8, section 9 of the state constitution states, in part:

*"The legislature shall provide by law for the establishment and support of public libraries which shall be available to all residents of the state under regulations adopted by the governing bodies thereof..."*

This provision identifies the library board's authority to adopt policies or regulations. When exercising this power, the board should be aware that there is an inherent requirement that the regulations be reasonable. The board initially determines what is reasonable, but it is recommended that the library's legal counsel review all policies before board approval.