

Board and Library Director Responsibilities

Adapted from <http://www.managementhelp.org/boards/brdvsstf.htm>

To convey who does what regarding board and Library Director, review the following activities and decide who should do each activity: the board, the Library Director, or if it should be a joint activity.

As a group, Board members should finalize who they would like to do what among board and staff members.

Activity	Suggested Responsibility	Our Decision
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Planning:

Director of the process of planning	Library Director	
Provide input for long-range goals	Joint	
Approve long-range goals	Board	
Formulate annual objectives	Library Director	
Approve annual objectives	Board	
Prepare performance reports on achievement of goals and objectives	Library Director	
Monitor achievement of goals and objectives	Joint	

Programming:

Assess library service needs	Library Director	
Implement new services	Library Director	
Select library materials for purchase	Library Director	
Train volunteer leaders (board members, friends members, etc.)	Library Director	
Oversee evaluation of services and programs	Board	
Maintain program records; prepare program reports	Library Director	
Prepare preliminary budget	Library Director	

Activity	Suggested Responsibility	Our Decision
Finalize and approve budget	Board	
See that expenditures are within budget during the year	Library Director	
Solicit contributions in fundraising campaigns	Board	
Organize fundraising campaigns	Library Director	
Approve expenditures outside authorized budget	Board	
Insure annual audit of library accounts	Board	

Personnel:

Employ Library Director	Board	
Organize and manage the library directors' work	Library Director	
Direct work of the staff	Library Director	
Hire and discharge staff member	Library Director	
Decide to add staff	Board	
Settle discord among staff	Library Director	
Evaluates Library Director	Board	
Resolves problems with Library Director	Board	

Community relations:

Advocate for library in community	Board	
Write news releases and stories	Library Director	
Identifies organizations the library may collaborate with or share resources	Joint	

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Board committees:

Activity	Suggested Responsibility	Our Decision
Appoint committee members	Board	
Call Committee Chair to urge him/her into action	Board	
Promote attendance at Board/Committee meetings	Joint	
Recruit new Board members	Board	
Plan agenda for Board meetings	Joint	
Take minutes at Board meetings	Joint	
Plan and propose committee organization	Joint	
Prepare exhibits, material and proposals for Board and Committees	Library Director	
Sign legal documents	Board	
Follow-up to insure implementation of Board and Committee decisions	Library Director	
Settle clash between Committees	Board	