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Governance	A-5
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Duties and Responsibilities of the Board	**Page 1 of 2**
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Policy

The library board expects its members to understand the extent of their authority and to use it appropriately. This policy sets out the obligations of individual board members. While an individual board member has a number of responsibilities outside of a meeting of the library board, he or she has no authority to make decisions.

1. Each board member is expected to become a productive participant in exercising the duties of the board as a whole.

2. Individual members of the library board are responsible for exercising a **Duty of Diligence** as follows:

    a) be informed of legislation under which the library exists, board bylaws, mission, vision and values
    b) be informed about the activities of the library and the community and issues that affect the library
    c) be prepared for all board meetings and
    d) attend board meetings regularly, contribute from personal and professional experience, and use meeting time productively

3. Individual members of the library board are responsible for exercising a **Duty of Loyalty,** as follows:

    a) adhere to the regulations of the ***Municipal Conflict of Interest Act***. R.S.O. 1990, c. M50
    b) act in the interest of the library members and community over and above other interest group involvement, membership on other boards, council or personal interest
    c) speak with "one voice" once a decision is reached and a resolution is passed by the library board
    d) represent the library positively to the community

4. Individual members of the library board are responsible for exercising a **Duty of Care,** as follows:

    a) promote a high level of library service
    b) consider information gathered in preparation for decision making

c) offer personal perspective and opinions on issues that are subject to library board discussion and decisions
d) show respect for the opinions of others
e) assume no authority to make decisions outside of board meetings
f) know and respect the distinction in the roles of the library board with regard to governance and the employees, management and operations
g) refrain from individually directing the Chief Executive Officer (CEO) and the employees
h) respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information
i) resist censorship of library materials by groups or individuals