

## Board of Trustees: Roles

Chairperson – Approves agenda, runs meeting according to parliamentary procedure, speaks for the Board when necessary, presents annual budget with Library Director.

Treasurer – Works with Library Director to manage the budget, expenses, and revenues, maintains relationship with bank, “writes” checks, organizes check signing and mailing, assists new members with becoming account signers, creates monthly Treasurer’s Report for Board meetings.

Secretary – Takes and distributes meeting minutes to the Library Director and other Board members. Provides draft minutes within 5 business days for posting on the Town website. Creates and/or responds to Board correspondence.

Elections for officers are held each April (elections are in March). Members of the Board may nominate an elected member or themselves for a position. Nominations can be accepted or declined. Voting members will vote on the slate of officers.

Voting Member – Attends meetings, participates in discussions and decision-making. Individually or as member of a subcommittee prepares information and recommendations to the whole Board.

Alternate Member – Attends meetings, participates in discussions. Individually or as member of a subcommittee prepares information and recommendations to the whole Board.

NH State Law allows for the appointment of up to 3 alternate members. Alternates must be appointed annually by submitting an application to the Elected members of the Board who then submit recommendations to the Select Board for appointment.

Library Director – Serves as a resource to the Board of Trustees on all matters. Attends and prepares materials for all meetings, posts agendas and minutes onto the Town website, acts as liaison between Board of Trustees and Library staff, and other duties assigned by the Board.