Charlevoix Public Library
Trustee Responsibilities and Commitment
Approved: 12/10/15

Trustee Responsibilities & Commitment

1. Know the library mission and act as an ambassador for the library in the community.

2. Attend, participate and be adequately prepared for all board and committee meetings. Notify the director and the board president or committee chair, if unable to attend a meeting.

3. Attend at least 75% of board meetings.

4. Be a team player during meetings; publicly support all decisions made by the board.

5. Hire the library director and understand the relationship between board and director.

6. Create and update library policy.

7. Ensure that the financial affairs of the library are conducted responsibly.

8. Rotate positions of the board.

9. Participate each year in one or more library activities.

10. Work with staff, other board members, and Friends of the Library to achieve library goals.

11. Participate in professional development activities.

12. Be a library card holder and a current member of the Friends of the Library.