

# 1. Board of Directors Responsibilities Policy August 2018

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## Authority:

The Board is responsible for establishing the expectations and responsibilities for the Board Members (or... “of the Board of Directors”). The Board of Directors of the LSLC is legally and ethically responsible for all activities of the organization.

## Responsibilities:

### **The Board is Responsible for:**

- Developing a mission and vision and insuring that the organization carries out its mission and vision through long and short range planning and review.
- Collaborating with the development of and monitoring a strategic plan.
- Adopting a succession plan.
- Adopting an annual budget and providing fiscal oversight.
  - Reviewing and approving the annual audit.
  - Reviewing the organization’s Form 990 before its submission to the Internal Revenue Service.
- Hiring and evaluating the performance of the Executive Director including compensation.
- Evaluating its performance and the overall performance of the organization in achieving its mission and vision.
- Establishing and reviewing policies for the effective management of the organization.

### **Responsibilities of LSLC Board of Directors**

- Understanding and promoting the organization’s mission and vision.
- Being familiar with the organization’s programs and operations.
- Being a working member of at least one board committee.
- Participating in resource development and fundraising.
- Serving as an ambassador to educate the community on the benefits of the Library System and advocating on its behalf.
- Attending board and committee meetings and reviewing meeting materials prior to the meeting.
- Identifying any potential conflict of interest.