

British Columbia Library Association Board Member roles and responsibilities

The British Columbia Library Association (BCLA) is a non-profit, member association seeking to further the interests of individual and institutional members. BCLA offers opportunities for discussion, debate, and activities pertinent to libraries and the Association. BCLA provides professional development opportunities, and advocates for issues that support members, libraries, and the library community.

BCLA Board members represent the Mission, Vision, Values, and Strategic Plan of the Association.

The BCLA Board is a governance and oversight Board and as such Board Members:

- Ensure that the Association has current Mission, Vision, and Values Statements and believes such statements are important to members and the library community
- Ensure that the Association has a current Strategic Plan
- Promote the purpose and interests of the Association by representing the Association at public and institutional events.
- Approve or deny operational funding for Association staff, programs, and advocacy based on the Mission, Vision, Values and Strategic Plan and articulated in the annual budgeting process.
- Develop and evolve the Association's policies as expressed in the Association's By-Laws.
- Serve a maximum two year term, with the exception of the President, who serves a three year term including Vice President, President, and Outgoing President and the President's appointed Director that serves a one year term.
- Oversee the hiring and, if necessary the firing, of the Executive Director.
- Have the time and are able and willing to serve on Board Committees

Board Members are engaged in the strategic management, and not the operational management, of the Association and thus guide the overall direction of the Association. While Board members are assigned specific responsibilities the Board is collectively accountable to the membership. The below descriptions are in addition to Board roles articulated in BCLA's by-laws.

President:

Presides at all meetings, leads the Association's Executive, and is an ex-officio member of all Association Committees. The President provides leadership and direction for the Board and membership especially in areas of advocacy, professional development, and financial sustainability. The President focuses on advocacy and defining the Board's voice in the community. The President works closely with the Executive Director to reach the goals and objectives of the Association.

Vice President

Assists the President in the President's duties. Ongoing communication between the President and Vice President is crucial for transitioning from Vice President to President.

Past President

Acts as an advisor to the President ensuring continuity in policy and practices. The Past President chairs the Awards Committee, the Resolution Committee and the Nomination Committee.

Treasurer (Second of a 2 year position)

Working with the President, Executive Director and Incoming Treasurer, oversees the annual budgeting process, presents a budget to the Board for approval each year, and, working with the Auditor, prepares and presents the annual financial statement at the AGM.

Assistant Treasurer (First of a 2 year position)

Works with the Treasurer on all aspects of the budget and financial statements in order to prepare for the Treasurer's position.

Recording Secretary

Responsible for documenting Board discussion and debate at meetings. Prepares minutes of Board Meetings and the Annual General Meeting.

Directors at Large

BCLA has four Directors at Large elected in alternating years. Specific responsibilities for these four positions include, but are not limited to:

Director responsible for Professional Development.

Working with the President, Executive Director and other interested Board members, seeks out professional development opportunities for members and works with Sections, Committees and Interest Groups to mount programs and training.

Director responsible for Membership.

Working with the President, Executive Director and other interested Board Members, plans and implements approaches for increasing membership. This Director articulates why membership in BCLA is positive and beneficial for the library community.

Director responsible for Funding Opportunities.

Working with the President, Executive Director, Treasurer, Incoming Treasurer and other interested Board Members, seeks out sponsorship and funding opportunities for the Association and within the Areas of Interest funding model.

Directors responsible for Communication.

Working with the President, Executive Director and other interested Board Members, plans and executes communications to the membership by meeting with Sections, Committees and Interest Groups, and by acting as an editor for Perspectives.

Special Appointment Director

Selected by the President for a one year term to work on a special project or issue for the Association.

Directors responsible for Sections. (Appointed by the Section)

Working with the President, Executive Director and other interested Board members, act as liaisons between Sections and the Board bringing the Section perspective to Board discussions and communicating Board activities to Sections.

Perspectives Editor

Support the Board and communicates for the Board through Perspectives. (A non-voting position)

Student Board Members

Liaise with educational institutions and fellow students about BCLA and bring the student perspective to Board discussions.(Non-voting positions)