

**ANNUAL ORGANIZATIONAL MEETING – October 6, 2020 (Last Organizational Meeting June 3, 2019)  
ELECTION AND APPOINTMENT OF THE BOARD EXECUTIVE**

The updated responsibilities of the Board Executive (Policy B7), approved Oct 6, 2020, follows for information.

**RESPONSIBILITIES OF THE BOARD EXECUTIVE**

**POLICY NUMBER: B7  
Last Updated: 2017-Jun-05  
Recommended: 2020-Sep-01**

**A. CHAIRMAN**

The Chairman shall:

- a. Preside at all official meetings, preserve order and enforce the by-laws and policies of the Board.
- b. Prepare an agenda for regular Board meetings.
- c. Be authorized to call special meetings of the Board.
- d. Be the spokesperson and representative of the Board for any matter dealt with by Board resolution, including contracts and partnership agreements.
- e. The Chair will be one of the signing authorities for the Board.
- f. Serve as the Board's liaison to the Library Manager between regular Board meetings.

**B. VICE-CHAIRMAN**

The Vice-Chairperson shall:

- a. In the absence of the Chairman act in the capacity of the Chairman.
- b. Undertake to do specific assignments for the Chairman.
- c. In the absence of the Secretary, act in the capacity of the Secretary.
- d. Will be one of the signing authorities for the Board.

**C. SECRETARY**

The Secretary shall:

- a. Act as Secretary for all Board Meetings, and prepare all minutes.
- b. Maintain permanent records as required.
- c. Coordinate destruction of obsolete records as required.

**D. TREASURER**

The Treasurer shall:

- a. Work with the Library Manager to prepare the Annual Budget.
- b. The Treasurer will assist the Library Manager as needed with sponsorship, fundraising and grant applications identified during the preparation of the Annual Budget.
- c. The Treasurer will prepare (or review, if completed by a Board-designated staff member or external bookkeeper) quarterly and annual financial accounting, including any required asset updates, government or grant reporting and invoicing.
  - i. Financial highlights will be reported routinely to the Board at regular meetings.
  - ii. Annual financial statements will be prepared for Board information and acceptance prior to external review. The Treasurer will act as Board liaison for the financial review.
- d. In the absence of a Treasurer, a Finance Committee will act in the capacity of the Treasurer.

**1. Call for Nominations** – known nominations noted below.

- Nominations will be taken from the floor. No second is required, and you can self-nominate.
- If you plan to nominate someone else, please discuss this with them in advance.
- Members who do not wish to be considered for office should notify the Chair prior to the meeting.
- Quorum - 2/3 of our current directors (7). Five must be present to complete this process.

Position	Incumbent(s)	Nominees	Nominated By	Nomination Accepted / Declined
Chairman	Jackie Hockey		Chair	
Co-Chairman*	None	Jackie Hockey	Self	
Vice-Chairman	Natasha Smit		Natasha Smit	
Secretary	Lindsay Brown		?	
Treasurer	Vacant	Jackie Hockey	Vacant	

\* (until J. Hockey current term expiry 2021/3/15 for transition)

**2. Election of Board Executive**

Election will be conducted by majority voice vote.

Position*	Nominees	Voting Results			Elected Nominee
		Y	N	Abstained	
Chairman					Jackie Hockey
Vice-Chairman					Natasha Smit
Secretary					Vacant
Treasurer					Vacant

\* In the event of a shared position, both members of the Executive sharing that position will have signing authority.

Current signing authorities are any 2 of 3

Jackie Hockey, Natasha Smit, Library Manager (Doreen Horvath). J. Hockey is also ATB online banking administrator.

**3. Resolution to Accept Election Results**

Be it resolved that the following individuals are hereby appointed as executives of the Falher Regional Intermunicipal Library Board holding the positions and responsibilities, including signing authorities, outlined in Policy B7 (attached hereto for information).

Chairman \_\_\_\_\_ Jackie Hockey \_\_\_\_\_  
 Vice-Chairman \_\_\_\_\_ Natasha Smit \_\_\_\_\_  
 Secretary \_\_\_\_\_  
 Treasurer \_\_\_\_\_

The foregoing resolution is hereby agreed to by all directors, this 6th day of October, 2020.

\_\_\_\_\_  
 Chair Secretary

**4. Committee Appointments:**

Committee	Existing Board Members	2020 Appointments
<u>Finance</u> *Per 2020/10 Governance updates, needed if no Treasurer		Entire Board
Governance	Rita Boulet Jackie Hockey	Entire Board
<u>Capital Planning</u> + Library Manager, Friends Exec.	Lindsay Brown Natasha Smit Jackie Hockey	James Bell Natasha Smit Lindsay Brown (Rita Boulet agreed to be the alternate 3 <sup>rd</sup> member of this committee, to replace if a new council member is appointed.)
Personnel / Board Recruitment	Entire Board	Entire Board