

## Responsibilities of Trustees

Trustees are residents of Alstead who are elected for a three-year term as described in the State of New Hampshire regulations and the bylaws. All trustees have the powers and duties specified in the State of New Hampshire RSA 202-A:11.

### Chairperson

The chairperson shall:

- 1) Chair each meeting;
- 2) Prepare the agenda for each Board of Trustees meeting with input from the library director and trustees;
- 3) Distribute each meeting's agenda either by placing a copy in each trustee's folder, or via email;
- 4) Display a copy of the agenda and any other relevant documents at the library, at the post office, and on the town's web page at least 24 hours before each meeting;
- 5) Appoint committees and serve as an ex-officio member of all committees;
- 6) Make a monthly report to the trustees of all duties and responsibilities performed on behalf of the board during the interval between monthly meetings;
- 7) In coordination with the library director, inform the library staff of any changes in policy and personnel that affect them;
- 8) Work with the library director and the trustees on the annual report for the NH state library;
- 9) Review, with the library director, the annual report to the state library before submission;
- 10) Write the annual trustees' report for the Town Report and deliver it to the town's administrative assistant;
- 11) Serve as the official spokesperson for the Board of trustees, unless otherwise decided by the Board.
- 12) Call attention to workshops, including orientations, for trustees;
- 13) Provide orientation to all newly-elected trustees and alternates;

- 14) Maintain and update the “Directory” for the trustees and the town’s web site;
- 15) Maintain and update the “policy handbook” or “operations manual for the Board of Trustees;
- 16) Receive the library key and trustee notebook from any outgoing trustee and present both the key and the notebook (with all updates and revisions) to any newly-elected trustee;
- 17) Provide any newly-elected trustee with a tour of the building and a brief explanation of the library’s services and history;
- 18) Attend, or designate a trustee to attend, the annual New Hampshire Trustees’ Association meeting and any other relevant workshops.

#### Vice Chairperson

The vice chairperson, in the event of the absence or disability of the chairperson, shall assume and perform the duties and functions of the chairperson.

#### Secretary

The secretary shall:

- 1) Post notices of regularly-scheduled meetings at the Post Office, on the town’s web site, and on the library bulletin board;
- 2) Record and distribute minutes of each meeting, including special meetings;
- 3) Post, or have the library director post, a draft of meeting minutes within five (5) business days on the library bulletin board;
- 4) Post approved meeting minutes, including any written reports, as soon as is possible in the designated notebook at the library and on the town’s website;
- 5) Maintain a record of all previous meetings and other important data;
- 6) Maintain an updated electronic and a hard copy folder containing the library’s mission statement, bylaws, and policies;
- 7) Distribute library mission statement, bylaws, and policies to library trustees and employees;

- 8) And, post the library mission statement, bylaws, and policies on the town's web site.

### Treasurer

The treasurer shall:

- 1) Maintain financial records and report monthly to the Board of Trustees;
- 2) Pay bills in a timely manner;
- 3) Prepare and submit the annual financial report to the town;
- 4) Send the annual financial report, as well as the investment plan and any revisions to the investment plan, to the State;
- 5) Attend, or have the Board designate another trustee to attend, the annual library trustees' meeting (Terry Knowles' Seminar) given by the Office of the Attorney General, State of New Hampshire, Charitable Trusts Unit.

### Assistant Treasurer or "Shadow Treasurer"

The assistant treasurer shall:

- 1) Perform, in the absence or disability of the treasurer, the duties of the treasurer;
- 2) And, serve as a co-signer on all library bank accounts.

### Corresponding Secretary

The corresponding secretary shall:

- 1) Take care of all correspondence relating to library board business;
- 2) Write thank you notes;
- 3) Send receipts to all donors;
- 4) Maintain an annual list of donors;
- 5) And, substitute for the secretary when needed.

There may be times when trustees perform the duties of another officer.

***The three main responsibilities are Chairperson, Secretary, and Treasurer. Additional responsibilities include Corresponding Secretary, Assistant Treasurer, and Vice Chairperson. Responsibilities will be assigned by the board based upon skills and willingness to***

*perform. Appointments of officers will be held at the first meeting after the town election.*

*Trustees are elected to a three-year term. Trustees serve from election to election within their term.*

<i>Signature</i>	<i>Date</i>