

OUTLINE for chairing the board a workshop at the ALC conference
2005
Friday 10:45-12:00
Location TBA

Maureen welcomes the folks. If it is a small enough group asks them to identify who they are and what kind and size of library they are from.

Maureen says: As we all know a good board chair person is very important to a public Library. They set a tone and direction that influences not only the way other board members but the staff and community perceive the library. We have gathered today to discuss this very important leadership position.

She then describes the format:

- Maureen gives opening over view of the various aspects of a good board chairperson (see outline below)
- Each of the other presenters reacts to the information, they can pick-up on a part or all of it presumably using personal experience to illustrate the points made.
- Questions from participants

So to start things off I would like to take a few comments and touch on what I believe are the key elements that make up a good board chairperson.

A good board chairperson is:

1. A good leader
this means that they:
 - Know the issues
 - Use the strengths of the board to their fullest
 - Assist others in leadership roles.
2. Good partner with
 - Council
 - Librarian
 - Provincial officials

- Funders
- Schools, Community Association etc Leaders

3. Knowledgeable by knowing

- bylaws, constitution, policy etc.
- legislation
- culture- we are not an arena
- the library program
- budget

4. Has good judgment

This section is about

- Values
- Standards of conduct
- Doing the right thing

this is often situational.

5. Runs a good meeting

- Knows rules
- Not controlling
- Makes room for all to be heard
- Articulates where in the process people are and declares decisions when reached

6. Is a good employer

- You have one direct employee
- Chief librarian has the rest
- Negotiations...unions- are your employees ...collective agreements

7. Is a good steward

- Know what the library stands for as a public institution
- Look after the library and the principles for which it stands

8. Is supportive and political

- Be engaged in the library and it's role in the community
- Have a library card

- Attend events
 - Help find opportunities
9. Is positive
- See how things can happen not only how they can't
 - Don't need Pollyannas but do need positive forces in the community.
10. Is a good representative
- The board represents the political will of the community in all decisions.
 - Know the community
 - Be able to speak knowledgably about the needs and interests of the community
 - Be in dialog with others to find out what is happening and what is expected.
 - There is only one spokes person for the board that is the chair in his/her absence it is the vice chair.

Maureen will invite each panelist in turn to make their remarks.
Then open floor to discussion

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