

Board Officer Roles | Mid-Hudson Library System

President

The president is the internally elected leader of the MHLS Board. Their duties and responsibilities call up on them to:

- Chair board and Executive Committee meetings.
- Serve as ad-hoc member of all board committees with the exception of the Nominations & Elections Committee as per the MHLS Bylaws.
- Work in partnership with the Executive Director to make sure board resolutions are carried out.
- Call special meetings if necessary.
- Recommend, with input from board members and the executive director, committee rosters and committee chairs.
- Assist Executive Director in preparing board meeting agenda.
- Sign official documents.
- Assist Executive Director in conducting new board member orientation.
- Coordinate executive director's annual performance evaluation.
- Work with the Executive and Nominations & Elections Committees to recruit new board members.
- Act as an alternate spokesperson for the organization in the absence of the Executive Director.
- Periodically consult with board members on their roles and help them assess their performance.
- Oversee the recruitment of a new Executive Director.

The average time spent each month by the President on these duties is between 2 and 4 hours. An extensive or professional background in business or nonprofit leadership and management is welcome, but certainly not necessary. Prior board leadership experience is a definite benefit.

Also, MHLS staff support from the Executive Director is always available.

Vice-President

The Vice-President is internally elected. Their duties and responsibilities call upon them to:

- Attend all board meetings.
- Serve on the executive committee.
- Carry out special assignments as requested by the board president.
- Understand the responsibilities of the board president and be able to take on these duties and responsibilities in the president's absence.
- Participate as a vital part of the board leadership.

Secretary

The Secretary is internally elected. Their duties and responsibilities call upon them to:

- Attend all board meetings.
- Serve on the executive committee.
- Ensure the archive and accuracy of all board records.
- Take board meeting minutes or review minutes when that task is assigned to a staff member.
- Ensure that meeting minutes are posted in accordance with New York State Open Meetings Law.
- Assume responsibilities of the board meeting chair in the absence of the board president and vice president.
- Ensure notice of meetings of the board and/or of a committee when such notice is required.

The average time spent each month by the Secretary on these duties is 1 hour or less. Support from the MHLS Executive Director and Administrative Associate is always available.

Treasurer

As per the MHLS board-approved “Designation of Officers and Staff” financial policy, the MHLS Board of Trustees, by resolution, delegate the “duties, responsibilities and authorities of the MHLS Treasurer, as stated in [NYCRR TITLE 8 – EDUCATION §90.6 Financial accounting in cooperative library systems and reference and research library resources systems](#)” to the MHLS Financial Manager & Personnel Officer.

Therefore, the hands-on duties and responsibilities of the MHLS Board Treasurer are as follows:

- Serve on the MHLS Executive Committee.
- Serve as the Chair of the MHLS Finance Committee.
- To work with the MHLS Financial Manager & Personnel Officer to ensure monthly financial reports are created for and understood by the Board.
- To present the monthly financial reports at Board meetings and facilitate answers, with the help of the MHLS Financial Manager & Personnel Officer.

The average time spent each month by the Treasurer on these duties is between 1 and 2 hours. An extensive or professional background in finance and non-profit fiscal management is welcome, but certainly not necessary. Attention to key income and expense information each month is comparable to the same focus one would give regularly to personal and household finances.

Also, MHLS staff support from the Executive Director and Financial Manager and Personnel Officer is always available. They are there to research inquiries from the Board and Finance Committee, answer questions and provide guidance in presenting related information to the Board in terms that are easy to understand and allow the Committee / Board to make informed decisions.

Immediate Past President / Member-at-Large

The immediate Past President shall serve as a member of the MHLS Executive Committee. As per the MHLS Bylaws, if the immediate Past President is no longer seated on the Board, the Nominations & Elections Committee will nominate an additional “member-at-large.” The Member-at-Large is internally elected. Their duties and responsibilities call upon them to:

- Attend all Executive Committee meetings.
- Attend all board meetings.
- Represent the whole board at the executive committee meetings.
- Carry out special assignments as requested by the board chair.
- Participate as a vital part of the board leadership.