



RESPONSIBILITIES OF LIBER EXECUTIVE BOARD MEMBERS

The Executive Board has ultimate responsibility for the Foundation, and promotes the health and well-being of LIBER. As an Executive Board Member, we ask you to:

1. **Actively participate in meetings.** The Board meets three times a year, and discusses issues regularly by email. Please attend our meetings and share your expertise. Be ready to debate, compromise and work as a team for the best result. Please observe the following behaviour in meetings: Give meetings, conference calls and other Board activities a high priority.
 - a. Arrive on time for Board meetings, and do not leave before the end unless absolutely unavoidable (this applies to meetings spread over successive days or across the Annual Conference). If you must leave early, please discuss this with the President in advance. This applies also to other LIBER business meetings that you may be involved in, eg Finance Committee, Appointments Committee, Steering Committee Chairs.
 - b. Attend to the business of the meeting and try to avoid distraction from other activities, such as reading email.
 - c. Be courteous in discussion with Board colleagues. This need not mean avoiding disagreement or challenge!
 - d. Follow up on any actions assigned to you within the timescale requested, and report back on these to the President or Executive Director.
2. **Steer LIBER's Strategy.** Use experiences from your own library and professional experience to help set priorities which assist all LIBER libraries with their needs.
3. **Enthusiastically promote LIBER's strategy and mission.** Share our campaigns and activities with your network. Be an ambassador for LIBER.
4. **Participate in the work of LIBER.** Understand and support LIBER's policies and programmes and oversee their implementation. Serve on committees and take on special assignments as required. Be prepared to step in to a vacant Steering Group Chair position if requested by the President. Develop and maintain positive relations with Working Group Chairs and members, and acknowledge the efforts of those who contribute their time to LIBER.
5. **Share opportunities for collaboration.** Suggest projects and strategic partnerships.
6. **Provide financial oversight.** Help the Treasurer, other Board Officers and the Executive Director to review the budget and other financial reports.
7. **Maintain confidentiality.** Board minutes are published on the website once approved, but until then are confidential, as is other financial or personal information discussed by the Board in the course of its business. For the purposes of trusted decision-making, it is important that due confidentiality is observed.
8. **Be responsive.** Reply in a timely manner to requests for information or other action





from Board Officers or other LIBER colleagues.

9. **Participate in the Annual Conference.** Be prepared to assist the Conference Programme Committee by chairing a session, giving a presentation. etc. Engage with the Participants who attend so that they can be reassured that the Executive Board understands their views and concerns.
10. **Declare Conflicts of Interest.** Inform the President if you think you have a conflict of interest. Examples of these might be:
 - a. Being a member of the Board of another organisation that acts as a supplier to LIBER.
 - b. Being a decision-maker on a funding body that may be reviewing bids or tenders submitted by LIBER or any of its groups.
 - c. Being involved in a funding bid that is in competition with a bid submitted by LIBER.
11. **Be prepared to discuss concerns.** If any aspect of the operation of the Board gives you cause for concern, feel free to express it openly or confidentially in private with any of the Board Officers (President, Vice-President, Secretary-General and Treasurer).

Service on LIBER's Executive Board is without remuneration, and the Foundation does not provide reimbursement for expenses incurred by Board members employed by Participant libraries for attendance at Board meetings. The expectation is that these costs are borne by the Participants as part of their support for the Foundation. Expenses may be paid when a Board member is asked to travel on behalf of LIBER.

We are grateful to our Board members for the important work they do and the time they give in helping LIBER achieve its mission.