



30 January 2024

Subject: RSA Board of Director Roles and Responsibilities

Roles and Responsibilities

- Attend board meetings; regular in-person attendance is expected to ensure quorum. Communicate with the Board President and Executive Director when unable to attend or on occasions where in-person attendance is not possible.
- Gather input from members and bring input to the Board when relevant; be alert to member concerns that can be addressed by RSA's mission, objectives and programs.
- Reach out to new directors and welcome them to RSA and answer questions.
- Communicate information to members; support the decisions of the Board when communicating with members.
- Set RSA policies for implementation by Executive Director and staff.
- Oversee fiscal operations of the consortium; review annual budget and make recommendations on the budget and capital expenditures to Executive Director.
- Assist in the evaluation of vendors, contractors, and products.
- Create and oversee the consortium's long range and strategic planning with input from members, the Executive Director and staff.
- Receive and approve recommendations from the Directors Advisory Committee and Membership Groups.
- Participate in hiring, evaluation, and setting salary for the Executive Director.
- Complete Open Meetings Act training and submit certificate to RSA Admin

Time Commitment

- Board terms are four years in length. Initial 2024 election terms may be shorter.
- The Board will meet not less than 8 times per year. Meetings are conducted in person for a quorum required by the Open Meetings Act. Meetings last approximately two hours and do not include the time required to travel to different meeting locations. Meetings are held on a rotating basis in each of the five RSA member regions.
- Prepare for meetings by reading the packet, asking for clarification in advance when possible, and bringing communications to the meeting.

Compensation

- Board members will receive mileage reimbursement for travel to and from their library for attending Board Meetings.
- Board members will receive lunch when meetings fall during that time period.
- Note: There is an annual rebate for Board service for libraries with staff serving on the Board. The library will receive a \$1,000 rebate to their annual RSA fee to cover other expenses required to allow service on the RSA Board. The rebate is applied to the next FY's invoice following each year of service.