



RSA Board of Director Roles and Responsibilities

Adopted 17 July 2024

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 Administration.

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 lunchtime.
- Note: There is an annual rebate for Board service for those libraries with staff serving on the RSA Board. These libraries will receive a \$1,000 rebate check at the end of each service year to cover the other expenses required to allow service on the RSA Board.