

	<b>BOARD</b>	<b>CEO</b>	<b>STAFF</b>	<b>FRIENDS</b>
Mission	<ul style="list-style-type: none"> <li>To govern</li> </ul>	<ul style="list-style-type: none"> <li>To administer</li> </ul>	<ul style="list-style-type: none"> <li>To implement</li> </ul>	<ul style="list-style-type: none"> <li>To support</li> </ul>
Mandate	<ul style="list-style-type: none"> <li>Public Libraries Act</li> <li>Municipal By-law</li> </ul>	<ul style="list-style-type: none"> <li>Job description</li> <li>Mission statement, goals and objectives</li> </ul>	<ul style="list-style-type: none"> <li>Job description</li> </ul>	<ul style="list-style-type: none"> <li>Constitution</li> </ul>
Role	<ul style="list-style-type: none"> <li>Policy &amp; planning</li> <li>Accountability</li> <li>Advocacy</li> </ul>	<ul style="list-style-type: none"> <li>Administration</li> <li>Planning and procedures</li> <li>Advocacy</li> </ul>	<ul style="list-style-type: none"> <li>Implementation</li> <li>Administration as delegated</li> <li>Advocacy</li> </ul>	<ul style="list-style-type: none"> <li>Fundraising</li> <li>Volunteer support</li> <li>Advocacy</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>Fiscal health of the library</li> <li>Represent the community</li> <li>Services that meet the needs of the community</li> <li>liaison with Council</li> <li>Securing support for the library from Council and from the community</li> </ul>	<ul style="list-style-type: none"> <li>Delivery of services</li> <li>Staffing</li> <li>Budget monitoring</li> <li>Representing the library in the community</li> </ul>	<ul style="list-style-type: none"> <li>Provision of services</li> <li>Advising CEO on services</li> <li>Representing the library in the community</li> </ul>	<ul style="list-style-type: none"> <li>Fundraising campaign</li> <li>Volunteer hours or scheduling</li> <li>Speaking out for library services in the community</li> </ul>
Activities	<ul style="list-style-type: none"> <li>Monthly meetings</li> <li>Budget presentation to Council</li> <li>Development and review of policies and plans</li> <li>CEO performance appraisal</li> </ul>	<ul style="list-style-type: none"> <li>Implement Board directives</li> <li>Monitor service delivery through output measures</li> <li>Supervise staff</li> <li>Report to Board</li> </ul>	<ul style="list-style-type: none"> <li>Executive procedures</li> <li>Report to CEO or delegated</li> <li>Report to Board</li> <li>Maintain membership</li> </ul>	<ul style="list-style-type: none"> <li>Plan and execute fundraising activities</li> <li>Work as volunteers on specific services</li> </ul>

Acknowledgement:: Southern Ontario Library Service – Initiating a Friends of the Library Group  
<http://www.sols.org/publications/kits/smalllibrary/KIT10-EN-2006.pdf>

Published in Friends of Canadian Libraries forming a Friends Group Manual