

Working Together: Roles and Responsibilities Guidelines

	Responsibilities of Director	Responsibilities of Board	Responsibilities of Friends
General Administrative	Administer daily operation of the library. Act as advisor to the board and provide support to the Friends and community groups.	Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director.	Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.
Policy	Apprise library board of need for new policies, as well as policy revisions. Implement the policies of the library as adopted by the library board.	Identify and adopt written policies to govern the operation and program of the library.	Support the policies of the library as adopted by the library board.
Planning	Coordinate and implement a strategic plan with library board, Friends, staff and community.	Ensure that the library has a strategic plan with implementation and evaluation components.	Provide input into the library's strategic plan and support its implementation.
Fiscal	Prepare an annual budget for the library and present to the Board or Municipality for approval.	Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget.	Conduct fund raising to support the library's mission and plans.
Advocacy	Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state and federal issues.	Promote the mission of the library within the community. Advocate for the library to legislators and community members.	Promote the mission of the library within the community. Advocate for the library to legislators and community members.
Meetings	Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa.	Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends.	Maintain a liaison to the library board.
Networking	Join state and national professional organizations and participate regularly in professional development activities.	Join the Georgia Library Trustees electronic discussion list – www.georgialibraries.org/trustees/discussion_list.php	Join the Friends of Georgia Libraries as a resource to better support the library – friendsofgeorgialibraries.com