

# ABCPLD BOARD ROLES & TIME COMMITMENTS

## CHAIR

“Significant time & money commitment”

Average time estimate each month = 17 hrs + travel time (location dependent)

Average cost estimate each year = \$3,000

The Chair travels a considerable amount, and spends a lot of time in meetings, representing ABCPLD at various committees. The Chair also plays a leadership role for the Vice Chair and the Senior Manager, and participates in all of the board meetings. The Chair and Vice Chair must coordinate to ensure one of them is available at most meetings, including meetings that happen in Victoria (1-2x/year).

Tasks	Time Estimate	Soft Skills Needed
Emails - everyday	1 hr/wk = 4 hrs/month	<ul style="list-style-type: none"> <li>- Diplomacy and ability to get along with different personalities</li> <li>- Comfortable media spokesperson and political representative of the Association</li> <li>- Welcoming, approachable, warm presence for other members</li> <li>- Collaborative</li> <li>- Political but non-partisan</li> <li>- Knowledge of the BC library environment and legislation</li> </ul>
Phone calls - every week	30-60 min/wk = 2-4 hrs/month	
Partner meetings in person or teleconference - 1 x/month	5 hrs/month + travel time	
PLAG meetings in person = 2 x/year	6 hrs/year + travel time	
ABC board meetings over Zoom - 2 x/month	2 hrs/month	
ABC strategic planning	7 hrs/year + travel time	
Political meetings in Victoria	6 hrs/year + travel time	

## VICE CHAIR

“Significant time & money commitment”

Average time estimate each month = 17 hrs + travel time (location dependent)

Average cost estimate each year = \$2,000

Similar to the Chair, the Vice Chair travels a considerable amount, and spends a lot of time in meetings, representing ABCPLD at various committees. The Vice Chair also plays a supporting role to the Chair and the Senior Manager, and participates in all of the board meetings. The Vice Chair and Chair must coordinate to ensure one of them is available at most meetings, including meetings that happen in Victoria (1-2x/year).

<b>Tasks</b>	<b>Time Estimate</b>	<b>Soft Skills Needed</b>
Emails - everyday	1 hr/wk = 4 hrs/month	<ul style="list-style-type: none"> <li>- Diplomacy and ability to get along with different personalities</li> <li>- Comfortable media spokesperson and political representative of the Association</li> <li>- Welcoming, approachable, warm presence for other members</li> <li>- Collaborative</li> <li>- Political but non-partisan</li> <li>- Knowledge of the BC library environment and legislation</li> </ul>
Phone calls - every week	30-60 min/wk = 2-4 hrs/month	
Partner meetings in person or teleconference - 1 x/month	5 hrs/month + travel time	
PLAG meetings in person = 2 x/year	6 hrs/year + travel time	
ABC board meetings over Zoom - 2 x/month	2 hrs/month	
ABC strategic planning	7 hrs/year + travel time	
Political meetings in Victoria	6 hrs/year + travel time	

### **SECRETARY/TREASURER**

“Moderate time & money commitment”

Average time estimate each month = 2-3 hrs/month

Average cost estimate each year = minimal

<b>Tasks</b>	<b>Time Estimate</b>	<b>Soft Skills Needed</b>
Serves as main contact with bank	2 hrs/year	<ul style="list-style-type: none"> <li>- Organized, reliable and responsible</li> <li>- Welcoming, warm presence and contact for other members</li> <li>- Collaborative</li> </ul>
Receives, organizes and deposits annual membership fees	5-7 hrs/year	
Creates financial report for spring meetings	2-3 hrs/year	
Accounts payable (staff, bills, reimbursements, etc)	5-7 hrs/year	
Emails	1 hr/month	
Phone Calls	1 hr/month	

## **NOMINATIONS CHAIR**

“Minimal time & money commitment”

Average time estimate each month = 1-2 hrs/month

Average cost estimate each year = minimal

<b>Tasks</b>	<b>Time Estimate</b>	<b>Soft Skills Needed</b>
Oversees nominations for Award of Excellence - Spring meeting (in coordination with Senior Manager)	2 hrs/year	<ul style="list-style-type: none"><li>- Organized, reliable and responsible</li><li>- Welcoming, warm presence and contact for other members</li><li>- Collaborative</li></ul>
Oversees nominations for Executive roles, in collaboration with Chair and Vice Chair	2 hrs/year	
Emails	2 hrs/year	
Phone Calls	3-5 hrs/year	
ABC board meetings	2-3 hrs/year	

## **MEMBERSHIP CHAIR**

“Minimal time & money commitment”

Average time estimate each month = 1 hr/month

Average cost estimate each year = minimal

<b>Tasks</b>	<b>Time Estimate</b>	<b>Soft Skills Needed</b>
Prepare and delivery verbal membership report at spring and fall meetings	1 hr/year	<ul style="list-style-type: none"><li>- Organized, reliable and responsible</li><li>- Welcoming, warm presence and contact for other members</li><li>- Collaborative</li></ul>
Emails	2 hrs/year	
Phone Calls	3-5 hrs/year	
ABC board meetings	2-3 hrs/year	