

RESPONSIBILITIES OF LIBER EXECUTIVE BOARD MEMBERS

The Executive Board has ultimate responsibility for the LIBER Foundation, and promotes the health and well-being of LIBER. All Executive Board Members are asked to:

1. **Be “Ultimate Beneficial Owners”.** All Members of the Executive Board are considered LIBER’s [Ultimate Beneficial Owners](#) and should therefore be prepared to provide the LIBER Office with any personal information necessary to be registered as such.
2. **Participate in Executive Board meetings.** The Board meets three times a year (February, June/July, October), and discusses issues regularly by email. Members are expected to attend these meetings and share their expertise. In addition to the three general Executive Board Meetings, Members are also occasionally asked to take part in groups such as the Executive Board’s Finance Committee and Task Forces, for which they can be required to attend separate meetings.
3. **Participate in the work of LIBER.** Executive Board counts on their Participants to understand and support LIBER’s policies and programmes and oversee their implementation. Board Members can be asked to serve as Steering Committee Chairs, take on special assignments, or represent LIBER within other organisations. The Board is expected to be prepared to take on such roles if requested by the President.
4. **Represent LIBER’s network.** The Executive Board is appointed by the Meeting of Participants and acts on the behalf of all LIBER Participants. Board Members are therefore expected to consider and represent Participants’ best interests and should be willing to share input from the LIBER network with their fellow Board Members.
5. **Steer LIBER’s Strategy.** The Executive Board should use the experiences from their own libraries to help set priorities which assist all LIBER libraries’ needs.
6. **Promote LIBER’s strategy and mission.** As ambassadors for LIBER, Board Members are expected to share LIBER campaigns and activities with their own network.
7. **Share opportunities for collaboration.** Board Members are encouraged to suggest projects and strategic partnerships.
8. **Provide financial oversight.** The Executive Board supports the Treasurer and the Executive Director by reviewing the LIBER’s budget and other financial reports.
9. **Maintain confidentiality.** Board minutes are published on the website once approved, but until then are confidential, as is other financial or personal information discussed by the Board in the course of its business. For the purposes of trusted decision-making, it is important that due confidentiality is observed.
10. **Be responsive.** Members are expected to reply in a timely manner to requests for information or other action from their fellow Board Members or LIBER colleagues.
11. **Participate in the Annual Conference.** The Executive Board assists the Conference Programme Committee by chairing sessions, giving presentations, et cetera. The Board should also engage with the Participants who attend so that they can be reassured that the Executive Board understands their views and concerns.
12. **Declare Conflicts of Interest.** Members are required to inform the President if they think they have a conflict of interest. Examples of these might be:
 - Being a member of the Board of another organisation that acts as a supplier to LIBER.
 - Being a decision-maker on a funding body that may be reviewing bids or tenders submitted by LIBER or any of its groups.
 - Being involved in a funding bid that is in competition with a bid submitted by LIBER.
13. **Be prepared to discuss concerns.** If any aspect of the operation of the Board gives Members cause for concern, they should feel free to express it openly or confidentially with any of the Board Officers (President, Vice-President, Secretary-General and Treasurer).

Please note that service on LIBER’s Executive Board is without remuneration, and the Foundation does not provide reimbursement for expenses incurred by Board members employed by Participant libraries for attendance at Board meetings. The expectation is that these costs are borne by the Participants as part of their support for the Foundation. Expenses may be paid when a Board member is asked to travel on behalf of LIBER.