



## **Trochu Municipal Library**

### **Policy: Orientation and Continuing Education for Board Members**

#### **New Board Member Package**

The Trochu Library Board recognizes the need for orientation of new board members and the need to acquire skills and knowledge relating to their roles as members of the board. The board is prepared to provide resources and materials for orientation of new members.

**The Board will provide an orientation package to each new board member. This package shall consist of:**

- The library board's bylaws and policy manual.
- Municipal bylaw establishing the library board.
- The library board's rules of order for board meetings.
- Information about the legal and ethical responsibilities of board members, including the responsibility to "speak with one voice" and maintain confidentiality.
- Financial statements and budget
- Annual report
- Sources of library funding, including the fiduciary responsibilities of library boards
- Alberta Libraries Act and Regulations
- Introduction to the local library system and the services it provides
- Introduction to the Provincial library network and the services it provides
- Library's current plan of service

- List of board members and committees
- Names and positions of staff
- Information about the relationship between the library board and staff, especially the library board and the library manager
- Board members' job description (under development)

A board members' orientation package will be distributed to each new board member at their first board meeting or shortly thereafter. The board secretary and members of the board delegated by the secretary shall be responsible for the orientation package preparation and distribution.

The board member should keep the manual for ongoing reference. The secretary will distribute updates to the manual when required. The board member should return the manual to the secretary when leaving the board.

### **Orientation of Board Members**

The orientation process will be the responsibility of the vice chair, treasurer and library manager. This process will include an explanation of the materials in the board members orientation package and a tour of the library.

The board member will, with the library manager acquaint themselves with procedures and programs at the library.

### **Continuing Education of Board Members**

The board recognizes the importance of having informed members. To ensure this, the board provides, within the limits of its budget, financial support for attendance at library conferences and relevant workshops and membership in library organizations.

- Board members are expected to attend library or trustee courses or conferences, or workshops as time and budget guidelines permit.

- Within budget guidelines, expenses incurred by individual board members for travel, subsistence, lodging and registration fees will be reimbursed as per established procedure.
- Board members are expected to provide a verbal report to the board on the conference, course or workshop.

Dated April 2021

Approved by the board May 4<sup>th</sup> 2021

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Randy Lacey, Board Chairperson