



Town of Beaverlodge Library Board Trustee Position Description



A. Position Summary

As a Board Member you will be a volunteer Trustee for the Beaverlodge Public Library. The Town of Beaverlodge Library Board (the Board) is the legal authority and is collectively responsible for ensuring the governance of the Beaverlodge Public Library, under the legislative authority of the *Libraries Act and Regulation*.

The Board represents the interests of the community and is entrusted by the community to oversee the effective management of library services. Each Trustee is responsible for actively participating in discussion, development and decision making.

B. Requirements for Membership

- Belief in the importance of libraries and commitment to the Mission and Vision:
Mission: To ensure the provision of comprehensive and efficient library services to the residents of Beaverlodge and area.
Vision: The Beaverlodge Public Library is a welcoming and safe gathering place where people and ideas can connect, inspire, create, and learn.
- Willingness to serve, and sit on one or more Board committees as required
- Skill or knowledge in one or more areas of Board governance: policy, personnel, finance or advocacy, marketing/promotion

C. Key Responsibilities

1. Become fully informed on library matters, issues, and legislation
2. Contribute to discussion and decision making and foster positive relations among Board members, committees, staff and community.
3. Accept responsibility for library affairs and governance.
4. Develop, approve, monitor, review and evaluate policy, bylaws, budget and Plan of Service.
5. Develop skills through attendance at workshops, conferences, training sessions, etc.

D. Appointment

The Town of Beaverlodge Council appoints each Trustee for a term of up to three years, and the term may be renewed as set out in the *Libraries Act*.

E. Termination

The *Libraries Act* specifies termination of Trusteeship may occur at the conclusion of the appointed term, after three consecutive missed Board Meetings not pre-authorized by the Board, by a decision of Council, or by resignation.