Library Board Trustee Position Description

The Shelburne Public Library Board, appointed by municipal council, is a separate, independent legal entity with the authority to make policy and govern the library's affairs under the *Public Libraries Act, RSO 1990, c. P. 44.* The Board plays a vital role in guiding the library's mission, vision, and impact in the community.

A person is qualified to be appointed as a member of a board who is:

- a member of the appointing council
- at least eighteen years old
- a Canadian citizen
- a resident of the municipality for which the board is established
- is not employed by the board or by the municipality.

Responsibilities of the Board
The Shelburne Public Library Board will:

- Set the vision, mission, values, and strategic direction for the library through strategic planning techniques, determining a strategy map to reach those goals.
- Develop policies within the framework of legislation and regulations.
- Oversee the library's finances in accordance with public accounting principles and requirements and municipal budget policy and procedures.
- Monitor overall effectiveness of the library in meeting community needs in an efficient and responsive manner and evaluate progress on the strategic plan.

Along with the governance and fiscal roles, serving on the Board is an opportunity to:

- Sustain the library as an essential community service.
- Advocate the library's role in the community.
- Build strong relationships with municipal council.
- Participate regularly in activities that build relationships with individuals and organizations that share interests with those of the Shelburne Public Library.
- Develop strategic partnerships with community groups and leaders.

The Ideal Board Trustee Profile

A member of the community who believes that a vibrant well-resourced library is the cornerstone of a strong community. Board members are passionate about literacy, learning, and community connection. Through their strategic vision, they help sustain the Shelburne Public Library as a place of discovery, creativity, opportunity and connection. A place where where everyone is welcome, and everyone belongs.

Skill Sets Needed

A strong library Board is composed of individuals with experience and expertise in the following:

- Advocacy
- Fundraising
- Grant writing
- Policy development
- Business backgrounds & connections (i.e. financial management)
- Human resources
- Legal
- Public relations
- A passion for the community in both its well-being and future

Time Commitment:

The Library Board holds 10 regular monthly meetings a year. The time commitment includes preparation time to read and consider reports. Board meetings are generally two hours in length.

Term Length:

Board members serve a four-year term concurrent with Shelburne Town Council. Time served on the Library Board is limited to two full consecutive terms, i.e. eight years, plus one partial term for board members appointed mid-term.