TRUSTEE ORIENTATION AND TRAINING POLICY

Passed: September 2001
Amended: January 17, 2024
Reviewed: January 17, 2024
Review Period: As required.

The SPPL board recognizes the need for orientation of new board members and for ongoing development of skills and knowledge relating to their roles as board members.

The board is responsible for providing resources and materials for orientation and training of board members.

Orientation

Each board member will have access to the following information:

- bylaws and policies
- municipal bylaw establishing the municipal library board
- rules of order for board meetings
- the responsibilities and roles of trustees including ethical responsibilities and fiduciary duty
- the names and contact information for board members, and their terms and end dates.
- budget and financial statements
- plan of service
- Libraries Act and Libraries Regulation
- membership in Yellowhead Regional Library

The orientation process is the responsibility of the chair, treasurer, and the library manager. This process includes an explanation of the information available to the board member and a tour of the library.

Continuing Education

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

In accordance with financial procedures, expenses incurred by individual board members for travel, subsistence, lodging, and registration fees are reimbursed, within budgetary limits.

Association Memberships

The SPPL board will pay for association memberships for the library as determined by value to the library and financial constraints.