

Appendix G

TRUSTEE JOB DESCRIPTION

Area of Authority

Each trustee is responsible for participating in discussion and decision making regarding library policy and expenditures. The board is collectively responsible for all aspects of library operations.

Requirements for membership

Willingness to serve on the board and one or more committees.
Belief in the importance of libraries and commitment to the library's mission
Library membership

Tasks

Become aware of and fully informed on library matters and issues
Contribute to discussion and decision making at board and committee meetings
Participate in personal development of trusteeship through orientation, workshops, conferences and interaction with other trustees.

Appointment

Appointment to the board is made by the municipal council for a term of three years (under the Libraries Act) and may be renewed.

Evaluation

Annually, on or near the date of appointment, each trustee will participate in an evaluation of his/her performance with the personnel committee, using a checklist agreed upon by the board. Self-evaluation after each meeting is encouraged.

Termination

Termination of trusteeship (as specified in the Libraries Act) may occur at the conclusion on the appointed term, or after three consecutive missed meetings not pre-authorized by a resolution of the board, or by a decision of the council, or by resignation during the period of appointment. Submit resignation in writing.