

# TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

**Category:** Board  
**Policy Number:** 102  
**Title:** Orientation of Board Members

## **Policy Statement:**

All new members shall be fully versed in Board policy and will be oriented on such matters.

## **Guidelines and Procedures:**

1. Upon appointment to the Board, a board member shall receive copies of all current and/or working documents of the Board, as well as the Board Manual that will contain:
  - Names and addresses, positions and terms of the current trustees; dates of regular meetings
  - ☐ Names and positions of staff
  - ☐ Policy manual
  - ☐ By-laws
  - ☐ Plan of Service
  - ☐ Budget and financial reports
  - ☐ The Annual Report and minutes of three previous meetings
  - ☐ The Alberta Libraries Act and Regulations
  - ☐ The Alberta Library Trustees Association Handbook  
(if applicable depends on membership)
  - Robert's Rules of Order (summary)  
For full version see [www.robertsrules.org/](http://www.robertsrules.org/)
2. A member of the Board and the Library Manager will spend time with the new Board member prior to their first meeting explaining the role of the library in the community and the functions of the Board.
3. Upon attendance at his or her first meeting, each new member shall be made aware of the operations of the library and such duties as he or she may be expected to fulfill.

Policy #102  
Orientation of Board Members

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