North Vancouver District Public Library

POLICY:	**TRUSTEE DEVELOPMENT POLICY**		POLICY #: **B-GOV-06**
COMMITTEE:	Governance Committee	PASSED:	March 9, 2006
TOPIC:	Trustee Development	AMENDED:	Rev. March 11, 2014; 24 September 2015; 26 May 2016
		REVIEW PERIOD:	3 - 5 years

PURPOSE

To support Library Trustees in their training and development.

POLICY

Orientation and ongoing training and development are essential for both new and experienced trustees in a changing library environment.

Orientation starts during the application and assessment process for new trustees. Relevant information about the role and expectations of a Trustee, the time requirements and the Library's direction and vision are made available during the recruitment process.

Upon appointment, new Trustees will meet with the Director and Board Chair before the first Board meeting to cover items such as those assumed in the Trustee Orientation Program (TOP) training material. Recent minutes, testimonials from previous Trustees and a Reference/Orientation Binder may also be made available. If they wish them, new Trustees can be assigned more experienced Trustees as mentors.

Training and development is ongoing. All new Trustees are asked to attend the BCLTA TOP training program as soon as possible. All Trustees will be kept informed of relevant conferences and courses and some funds will be available for participation in these.

The Board is committed to ongoing development of Trustees. By June of the second year of their term, each Trustee should meet with the Board Chair to discuss their interest in being re-appointed and, if so, how they wish to contribute going forward and any desired development to help them improve.

Additionally, the Board Chair and Director of Library Services will inform Trustees of possible conferences (e.g., BCLA/BCLTA) and relevant workshops. For information on expense reimbursement, see FINANCE POLICY on Board Allowances. Trustees who attend events at the Library's expense are expected to report briefly to the Board on matters that may be relevant for NVDPL.

When necessary to ration training opportunities, the following factors will be taken into account:

1. The training opportunity should be a fit with the Trustee's desired development,

2. The event is likely to provide information to help the Library move forward,

3. The Trustee is committed to reporting back findings and experiences to the Board,

4. Newer trustees should have priority.

RESPONSIBILITIES

Board Members

- Support this policy.

Governance Committee

- Reviews changes to this policy and makes recommendation to the Board for approval of any changes.

Director of Library Services

- Supports this policy.
- Prepares an annual budget of Board expenses including training for the Library Board's approval.

Related Policy:

- Board Allowances and Reimbursements