

**POLICY: TRUSTEE RECRUITMENT**

**POLICY #: B-GOV-05**

COMMITTEE:	Governance Committee	PASSED:	October 13, 2005
TOPIC:	Board Governance	AMENDED:	Mar 13, 2014; Apr 27, 2017; April 22, 2021
		REVIEW PERIOD:	3 - 5 years

**PURPOSE**

To outline the process of Library Trustee recruitment, and the roles of Council, the DNV, the Board and staff in that process.

**POLICY**

The Board is comprised of Trustees who are appointed by Council in accordance with the *Library Act* and with North Vancouver District policies and guidelines. These policies and guidelines describe the role of the Library and the incumbent Board in the recruitment of new Board members to fill vacancies.

Trustees are recruited in such a manner to ensure complete understanding of the duties, roles and obligations of a Trustee and the commitment required to carry them out.

The District of North Vancouver describes the mandate of the Library in the following manner:

“To manage, regulate and control the library service and in particular be responsible for maintaining and supporting the existing library, and to establish, equip and maintain library branches as required. To set policies, rules and regulation under which the Director of Library Services and staff operate the library.”

There is a District of North Vancouver code of ethics that applies to Library Board members as well as Council and advisory committees that new Trustees must sign when they are appointed to the Library Board.

The Governance Committee will, in collaboration with the Library Director, engage in the recruitment process as follows:

- When a vacancy exists, the Committee will determine desirable key skills, experience and perspectives to aid the Library Director in assessing potential Trustees
- The Committee may participate in the Library’s Open House to provide Trustee perspective and factual information

In addition to any actions taken by the District to publicize opportunities to serve on the Library Board, the Library may:

- Actively promote Board service opportunities through various channels and direct applicants to the DNV submission portal
- Provide information to all interested parties. This information should include background on the Library, such as the Annual Report and Strategic Plan, as well as details regarding the roles and responsibilities of a Trustee
- Invite interested persons to contact the Director of Library Services for more information

The applications for Trustee will be reviewed by the Director of Library Services to ensure minimum requirements, such as age and residency, are met.

Criteria (in no ranked order) for assessing candidates includes:

- Special consideration of any gaps on the Board in key relevant skills, experience, diversity, or geographic representation.
- Has a strong interest in the Library and its important contribution to the community
- Is ready and able to devote the necessary time and effort to Trustee duties
- Supports the Library's Mission, Vision, Values and Strategic Plan/direction
- Understands the role of governance
- Works well with others and in a Committee environment
- Willing and able to act as an effective advocate for libraries
- Comfortable working at a strategic and policy level
- Will seek to decide issues in the best interests of the Library
- Is connected and influential within the North Vancouver District community
- Is engaged in the North Vancouver District community
- Has high ethical standards and integrity
- Comfortable using electronic means of communication

Following a confidential review with the Library's Governance Committee, the Director of Library Services will provide recommendations to Council, in confidence, with a brief report indicating those candidates who are deemed suitable and preferred candidates for Library Trustee. The memo to the District's Advisory Oversight Committee will include any comments on the Director's recommendations the Governance Committee wishes to make, recognizing that final decision making authority rests with District Council.

## **ROLES AND RESPONSIBILITIES**

The **District of North Vancouver** solicits applications for Trustees.

The **DNV Council** appoints new Library Trustees.

The **Governance Committee** reviews changes to this policy and makes recommendation to the Board for approval of any changes.

The **Library Board** supports this policy and guidelines.

The **Director of Library Services** supports this policy and guidelines.

## **RELATED POLICY**

- [Code of Ethics - District of North Vancouver \(1-0530-11\)](#)
- [BC Library Act](#)