

**ELIGIBILITY REQUIREMENTS:** Employees of the Edmonton Public Library and family members of employees are not eligible to serve on the Board.

**MANDATE:**

- ✳ The Edmonton Public Library Board is responsible for governing the award-winning library system which helps connect the people of Edmonton to a lifetime of learning, engagement and possibility in order to meet the challenges of the present and the future. Library boards have historically been established to ensure that the public is represented in the development and promotion of library services in the community.
- ✳ Responsibilities include approving library governance policies, operating and capital budgets, and developing strategic-planning documents for innovative, effective and efficient service delivery. In addition to governance, two of its primary functions are lobbying and advocacy to ensure resources are available to fulfill the mission and values of EPL as well as the current capital campaign needs of the Milner Revitalization project.

**STANDING COMMITTEES:**

✳ Governance and Nomination	✳ Financial and Audit
✳ Human Resource and CEO Performance Management	

**CURRENT BOARD ACTIVITIES:**

✳ Monthly board meetings and Standing committee meetings	✳ Review and implementation of a new CEO performance management process
✳ Ad Hoc committee on Governance	✳ Attending Library community events

**REMUNERATION:**

- ✳ Yes - Members - \$40.00/meeting; Chair - \$60.00/meeting

**APPOINTMENT TERM:**

- ✳ Two-year terms, (from May 1 to April 30) renewable to a maximum of six consecutive years
- ✳ City of Edmonton Volunteer Management practices include an annual evaluation of board members [City Policy C575A]

**TO APPLY:**

- ✳ Applicants are required to complete the online Taleo application, and attach a current resume plus three written letters of reference. (References should be from individuals that can comment on the relevant qualities, skills or knowledge you possess.)

**APPLICATION PROCESS TIMELINE:**

Community Services Committee of Council serves as the Selection Committee for this Board. It is anticipated that selection processes will take place on the following dates:

- ✳ March 3, 2016 - Applicant Short Listing
- ✳ March 17, 2016 - Applicant Interviews
- ✳ April 5, 2016 - Appointments made by City Council

**QUALIFICATIONS:**

- ✳ Belief in the importance of public libraries and commitment to the vision and mission of Edmonton Public Library.
- ✳ Skill or knowledge in one or more areas of Board governance: policy, human resources, finance, advocacy, fund development and Capital campaigns.
- ✳ An understanding that the Board's responsibility is a public trust, ensuring that library service is planned to meet the needs of its present and future customers.
- ✳ The ability to commit **approximately 10 hours per month** on:
  - **Board Meetings** - held at the Stanley A. Milner Library at 5:30 pm on the first Tuesday of each month except for July and August. From time to time, meetings are held at various branches.
  - **Committee Meetings** - held monthly at 5 pm at the Stanley A. Milner Library except for July and August.
  - **Library Related Events** (i.e. openings, Author/Speaker presentations).

**EXPECTATIONS:**

- ✳ To become aware of and be fully informed on library matters, issues and legislation.
- ✳ To advocate for library needs while also educating the community on library matters.
- ✳ To accept responsibility for library affairs and governance.
- ✳ To develop, approve, monitor, review and evaluate strategic direction, policy and bylaws.
- ✳ To review and approve both operational and capital budgets as prepared by Administration.
- ✳ To develop skills through attendance at workshops, conferences and training sessions.
- ✳ To monitor Board and Trustee effectiveness.
- ✳ To actively participate in Board and Standing Committee meetings:
  - To review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the Board.
- ✳ To abide by the **EPLB Conflict of Interest Board Policy**.
- ✳ To preserve and maintain confidentiality.
- ✳ To foster positive relations among Board members, committees, staff and community.