

ORIENTATION AND CONTINUING EDUCATION OF BOARD TRUSTEES

PURPOSE

The purpose of this policy is to articulate the Board's responsibility to engage in orientation and continuing education.

PERSONS AFFECTED

Board/CEO

POLICY STATEMENT

It is the policy of the Board to support Trustees to participate in orientation, learning, training and development opportunities (e.g. courses, seminars, conferences, examinations) related to current and future requirements of the Board. This includes providing a supportive environment for practicing and receiving feedback on skills and knowledge learned.

The Board will reimburse Board Trustees for pre-approved library expenses incurred using a personal method of payment that are related to:

- Professional development, including courses, workshops and conferences (refer to LB31 Travel for specific expenses covered when required to travel)
- Attending out of town meetings on behalf of the Board
- Association memberships

RESPONSIBILITIES

The Board has a responsibility to effectively support and develop informed Board Trustees. Learning is a shared responsibility between the individual Trustees to take charge of their own professional development, and the organization to offer an environment that is supportive of, and conducive to, learning while respecting the diverse learning needs of Trustees. Collectively, all parties are responsible to develop and nurture an organization-wide learning culture that promotes and encourages investment in learning.

Board Trustees are responsible for providing original receipts and completing and submitting an Expense Claim Form prior to the end of the month in which the expense was incurred.

Orientation:

- a. The CEO and/or designate, along with the Board Chair, organize an orientation session for new Trustees, to familiarize them with:
 - i. The CEO and management team, the Library, and its services
 - ii. A Trustee's responsibilities and duties
 - iii. The provincial library environment
- b. Each trustee receives a policy manual as part of the orientation
- c. Each Trustee receives a Trustee Handbook. Content for the handbook is determined by the CEO, along with the Board Chair

Education:

- a. All Trustees are encouraged to attend board education opportunities, with costs covered in accordance with Policy LB8 – Authorization for Library Trustees to Travel
 - i. Budget limitations may restrict the number of attendees. Priority is usually given to trustees who have not attended previous opportunities; however, at the discretion of the Board Chair, this may be overridden by the needs of the Board
 - ii. Trustees are expected to share learned information from conferences, workshops, etc., with the other Trustees
- b. The Board may hold a retreat for Board and Trustee development

Association Membership:

- a. The Library Board maintains memberships in relevant trustee associations
- b. Trustees are encouraged to actively participate in the trustee associations

REFERENCES

- City of Lethbridge Library Board Policy Manual
- City of Lethbridge Library Board Trustee Handbook
- Authorization for Library Trustees to Travel Policy – LB8
- Travel Policy – LB31

REVISION HISTORY

- March 12, 2014: New policy
- May 10, 2017: Revised
- March 10, 2021: Revised
- June 12, 2024: Revised