



Number of Vacancies: 4 members

Eligibility Requirements: Must be a High River resident who does not have a conflict of interest with the High River Library Board. For example, applicants cannot be employees of the High River Library, etc.

Mandate:

The High River Library is responsible for providing governance for the Town's library system that helps connect the people of High River to a lifetime of learning, engagement and possibility in order to meet the needs of the community in the present and the future. The High River Library Board meets a minimum of 10 times per year.

Responsibilities include:

- Regular attendance at High River Library Board meetings;
- Participation on a Standing Committee;
- Contribution to the development of the library's activities by bringing forward recommendations regarding programs and operational enhancements;
- Having a keen passion and interest for making the library a vibrant part of the High River community.

Standing Committees:

Each member is required to participate on a Standing Committee, which meet approximately six times per year. The following are the Standing Committees for the High River Library:

Finance and Planning Committee

The Finance and Planning Committee is responsible for developing and reviewing the annual operating budget of \$350,000 plus capital projects and grants. This is an exciting opportunity to help shape the programs and services that the library offers. This committee also develops a Plan of Service and monitors its progress during the year. A Member of this Committee sits on the Regional (Marigold) Library Board.

Human Resources and Administration

The Human Resources and Administration Committee is responsible for liaising with the Director of the library. This committee is responsible for evaluating the Director's performance and reviewing the staffing and supervision plan that has been prepared by the Director. This committee is also responsible for reviewing and updating the Library's Policy Handbook to ensure that it aligns with applicable legislation, such as the *Libraries Act* and *Municipal Government Act*.

Current Board Activities:

The High River Library Board is currently working on the following initiatives:

- Establishing the strategic vision in the Plan of Service for the next 3 years;
- Maintaining services amongst the limits established as a result of COVID-19;
- Considering a new outdoor electronic display sign; and
- Reviewing various physical changes to make the meeting spaces at the Library more functional.

Remuneration:

This position is a volunteer position with no remuneration.

Appointment Term:

The proposed term is three years but this may be adjusted based on the decision of Council.

Application Process:

If you are interested in this exciting opportunity, please complete the Board & Committee Application Form, which can be located here: and return the same to Legislative Services at legislativeservices@highriver.ca.

All applications will be reviewed at the close of the application period and interviews scheduled with candidates who meet the minimum qualifications.

Based on the interview and application process, Administration will provide a recommendation to Council and will then let all applicants know the outcome of the decision.

Minimum Qualifications:

The following are the minimum qualifications for applicants:

- Passionate about the importance of public libraries and a deep-rooted commitment to the vision and mission of the High River Library;
- Skills or knowledge in one or more areas of board governance: policy, human resources, finance, advocacy, and fund development;
- A commitment to ensuring that the library programs and services meet the needs of existing and future patrons;
- The ability to commit approximately 5 hours a month on:
 - Board and committee meetings; and
 - One or more professional development opportunities per year (limited funding is available);
- Available to regularly attend Board meetings and participate on committees with a collaborative attitude towards the delivery of high quality services and programs to the community.

Board Expectations:

The following are the expectations for all board members:

- Become aware and informed on library matters, issues and legislation;
- Educate the community on library matters;
- Accept responsibility for library affairs and governance;
- Develop, approve, monitor, review and evaluate the strategic direction, policies and bylaws of the High River Library;
- Review and approve both operational and capital budgets as prepared by Administration;
- Develop skills through attendance at workshops, conferences and training sessions;
- Monitor Board effectiveness.
- Actively participate in Board and Standing Committee meetings by reviewing and preparing for the meetings, participating in discussions and decision making and supporting the decisions of the High River Library Board.
- Preserve and maintain confidentiality.
- Foster positive relations among the Town, Board members, committees, staff and the community.