

Banff Public Library Board Recruitment Profile



1.0 MANDATE

The Banff Public Library Board is responsible to oversee the general management, regulation organization and control of the Banff Public Library; and, to promote and maintain comprehensive and efficient library services.

2.0 ELIGIBILITY

- 2.1 As per the Library Board Bylaw 67-2 and the Alberta Libraries Act, the Board:
 - May consist of up to 10 members
 - no more than two members of council
 - one representative of Improvement District No. 9 council
- 2.2 Residents of Banff.
- 2.3 Residents 18 years of age or older.

3.0 INELIGIBILITY

- 3.1 Residents active on other Town of Banff boards and committees.
- 3.2 Town of Banff employees.
- 3.3 Banff Public Library employees.

4.0 DESIRED COMPETENCIES

- 4.1 Specific qualifications and/or expertise in one of the major functional areas of the Board: policy management, financial management, personnel managements, volunteer and service management, and advocacy.

- 4.2 Broad knowledge of the community
- 4.3 Strong interest, passion and support for the goals and objective of the Banff Public Library.
- 4.4 Willingness to act as a champion for the Library and key communicator in the promotion of the Library.
- 4.5 Financial literacy and experience in business planning and the review of budgets.
- 4.6 Clear understanding of governance board principles and willingness to work within a governance structure.
- 4.7 Previous board experience in either business or not for profit sectors
- 4.8 A strong public service orientation.
- 4.9 Integrity and high ethical standards.
- 4.10 Communication/interpersonal skills to facilitate discussion.

5.0 TIME COMMITMENT

- 5.1 Board meetings are regularly scheduled for the last Wednesday of the every month, excluding July and August, from 6:00 p.m. to 8 p.m.
- 5.2 Board Sub-Committee meetings are scheduled monthly and Members assigned to those Sub-Committees are expected to be in attendance.
- 5.3 Special meeting may be called by the Chair of the Board.
- 5.4 Representation at Council meetings as required.

6.0 TERM

- 6.1 Public members serve up to three year terms.
- 6.2 All members can serve a maximum of 3 consecutive terms, unless Council passes with a two thirds majority, a resolution to reappoint that member.

7.0 TRAINING

7.1 Thorough overview of organization and programs.

7.2 Board acumen.

8.0 GENERAL DUTIES

8.1 Understand and demonstrate a commitment to the board's mandate and programs.

8.2 Prepare for meetings by reading agendas, minutes reports and other documentation required to actively participate in them.

8.3 Attend meetings regularly.

8.4 Contribute skills and knowledge by participating actively in meetings and committee work.

8.5 Make inquiries when clarification or more information is needed.

8.6 Understand and monitor the board's financial affairs.

8.7 Avoid any potential conflicts of interests.

8.8 Understand and maintain confidentiality.

8.9 Ensure the board is complying with all legal and regulatory requirements.

9.0 REMUNERATION

9.1 Voluntary role.