



SIX NATIONS PUBLIC LIBRARY, Est. 1966

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RE: *Trustee Applications*

Congratulations on considering the Six Nations Library Board as a place for volunteerism. The SNPL Board is an active group who serve the Library and Six Nations community by acting, according to the Public Library Act, RSO 1990, as an oversight group for governance and fiscal management. Additionally, our Board volunteers their times on a number of projects including fundraising and advocacy work for the Library.

Meetings occur the third Wednesday of the month at 5:15 with no meetings held in July and December. The August Board Meeting is a full day (9-4) where the Board reviews policy, conducts planning, and holds the monthly Board meeting.

To assist us in selecting the strongest candidates for our Board we request that you provide us with a Letter of Interest. This statement should include:

- Why you would like to become a member of this very active Board; and
- What skills or insight you believe you will bring to the Board.

It is not required to send a resume, but some candidates find their body of work a helpful addition. Letters of Interest are kept on file until such time as there is a vacancy, end of term without renewal, or a leave of absence.

It should be noted that all successful applicants will be required to submit a Criminal Records Check prior to appointment and may be asked to submit additional CRCs as often as every 3 years, as per SNPL Policy.

We hope that you will continue to consider the application process and join us as we continue to improve the Library Services educate, entertain, and empower the community of Six Nations.

All applications must be received by close of business (8pm) on the Wednesday, Dec 17, 2014 to be considered by the Board for January appointment. Letters of Interest will be kept on file if there are no vacancies or if the Board is not actively recruiting at the time of submission.

POSITION TITLE: TRUSTEE

REPORTING RELATIONSHIP:

According to the Public Library Act description of the Trustee's role within the Library and Board, the Trustee is an elected or appointed volunteer who acts on behalf of the Library and in accordance with the Public Library Act and bylaws and legislation.

DUTIES & RESPONSIBILITIES:

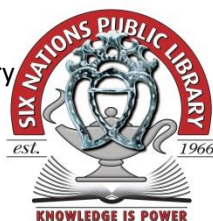
1. Each board member is expected to become a productive participant in exercising the duties of the board as a whole.
2. Individual members of the board are responsible for exercising a Duty of Diligence as follows:
 - 2.1. be informed of legislation under which the library exists, board bylaws, mission, and commitment statements
 - 2.2. be informed about the activities of the library and the community and issues that affect the library
 - 2.3. attend board meetings regularly and contribute from a personal, professional and life experience to the work of the board
 - 2.4. be prepared for all board meetings and use meeting time productively.
3. Individual members of the board are responsible for exercising a Duty of Loyalty, as follows:
 - 3.1. adhere to the regulations of the GO2 Code of Ethics Loyalty and Unity Statement
 - 3.2. act in the interest of the library members and community over and above other interest group involvement, membership on other boards, Council or personal interest
 - 3.3. speak with "one voice" once a decision is reached and a resolution is passed by the board
 - 3.4. represent the library positively to the community
4. Individual members of the board are responsible for exercising a Duty of Care, as follows:
 - 4.1. promote a high level of library service
 - 4.2. consider information gathered in preparation for decision making
 - 4.3. offer personal perspective and opinions on issues that are subject to board discussion and decisions
 - 4.4. show respect for the opinions of others
 - 4.5. assume no authority to make decisions outside of board meetings
 - 4.6. know and respect the distinction in the roles of the board and the staff
 - 4.7. refrain from individually directing the Chief Executive Officer (CEO) and the staff
 - 4.8. respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information
 - 4.9. resist censorship of library materials by groups or individuals

SUMMARY OF OBLIGATION:

1. Board Meetings are obligatory and occur at a set time and date at least 10 months per year. There is no set length of a meeting, although the Chair and CEO attempt to plan meetings which will not exceed 3 hours.
2. Each Trustee will be asked to participate in Committees of the Board in order to streamline efforts of the Board.
3. Trustees must submit a Criminal Records Check in order to be considered for the Board. The CRC is reviewed by the Board and need not include vulnerable peoples check unless the trustee intends to volunteer services within the Library.
4. One meeting per year will include the Board Meeting and a Planning Meeting. This meeting will be a full day's activities intended to produce a planning document and direction for the Board for the coming year.

QUALIFICATIONS

- Must be at least 18 years of age
- Must be a Six Nations Band Member
- May not be an employee of the Library



Approved August 22, 2011