

## **Greater Victoria Public Library Board Trustee Position Description**

### **Primary Duties**

The primary roles of the Greater Victoria Public Library (GVPL) Trustees are to:

- Set the mission, vision, and strategic direction for GVPL;
- Make policy within the framework of government legislation and regulations to support the Mission, Vision and Strategic Direction;
- Hire and evaluate a Chief Executive Officer to implement the strategic plan and to manage the day-to-day delivery of public service and daily operations of the library;
- Oversee the library's finances in accordance with public accounting principles and requirements;
- Oversee an evaluation framework to audit and monitor GVPL's progress toward its vision;
- Be a champion of GVPL with community members, donors and funders.

### **Scope of Authority**

The Library Board has the authority to act on behalf of the library. The Chair speaks on behalf of the Board; individual board members have no authority to act on their own.

### **Trustee Code of Conduct**

As a member of a library board, a trustee must act honestly and in good faith and in the best interests of the library. This means that the interests of GVPL take precedence over personal interests or those of any group or specific municipality with which the trustee is associated.

Board Members must avoid any conflict of interest with respect to their fiduciary responsibility by adhering to the provisions of the Library Act, RSBC 1996, Chapter 264, Section 53.

Trustees are required to conduct themselves in accordance with GVPL policies.

### **Essential Competencies & Qualifications**

Each person appointed to the Library Board must meet the requirements to be a resident or elector of the appointing municipality as outlined in the Library Act Section 5 (2) (a) and (b) as follows:

- a Canadian citizen;
- at least 18 years old;
- not an employee of the appointing municipality or library

The essential core competencies and qualifications for a Greater Victoria Public Library Trustee are:

- Conviction that the public library is an essential, unique, and freely accessible public service
- Commitment to the GVPL Mission and Values
- Commitment to active service to the community

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- Ability to actively participate in discussion and deliberation to attain positive outcomes
- Time and energy

### **Time Commitment**

The Library Board normally holds 10 regular meetings a year. The time commitment includes: preparation time to read and consider reports and other information in each meeting package, and monthly meeting time of approximately 1.5 hours.

Each Board Trustee is expected to participate in at least one Standing Committees, and participate on Working Groups as needed. Time commitments vary according to the committee.

Trustees may also hold liaison positions with British Columbia Library Trustee Association (BCLTA), Island Link Federation, Friends of the Library, and the Greater Victoria Labour Relations Association (only Trustees who are elected members of a Council that is a GVLRA member).

On occasion, Board members are also required to participate in public consultations and events designed to seek public input on key library matters.

### **Compensation**

The members of a library board are not entitled to be paid by the library board for their services. Expenses may be reimbursed in accordance with the Library Act RSBC 1196 Chapter 264.

### **Additional Information**

GVPL is a registered charity under the Canada Revenue Agency (CRA). As such GVPL Board Trustees must comply with the regulations for directors of a registered charity.

The BCLTA provides resources and further information about the roles and accountabilities of Public Library Boards and Trustees in British Columbia.

### **Document Control**

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