

Thank you very much for your interest in the Library

This package has been prepared to assist people in their decision to apply for a position as a Library Board Trustee. We hope this information gives you a good sense of the governance of the Library and the roles and responsibilities of the Board of Trustees.

Please visit our website www.nelsonlibrary.ca to see our strategic plan and annual reports.

In this package you will find:

1. Library Board application form
2. Trustee Roles and Responsibilities
3. Governance of the NPL
4. Code of Ethics and Standard of Conduct Policy
5. Conflict of Interest Policy

It is important that you read these Policies before completing the application as you will be asked to sign your agreement with the Policies if appointed as a Trustee. The information you provide to the Nelson Public Library will be used only by authorized staff, Library Board members, and members of City Council or the RDCK Board of Directors in considering your application. Your application will be kept on file for one year from the date appointments are made or for the term of your appointment, whichever is applicable.

If you choose to apply for a position on the Board, you will be invited to attend a Board meeting so we can answer your questions regarding the Library and the Board. The remaining steps of selecting and approving new Board Trustees are outlined below.

Application	Selection	Approval
1. Public call for Board nominations	1. Evaluation committee reviews current board composition to establish priorities	1. Council or RDCK approves new Trustees
2. Applicants review Board application package	2. Candidates are evaluated	2. New Trustees sign Code of Ethics and Conflict of Interest documents
3. Applicants complete and submit application form	3. References are checked; input solicited from Chief Librarian and Board Trustees	3. Orientation with Chair and Vice-Chair
4. Applicants attend a Board meeting to confirm interest and eligibility.	4. Recommendations for new Trustees sent to Council or RDCK Board.	4. Tour of library operations
		5. Complete BCLTA Trustee Orientation Program (TOP) training

Nelson Public Library

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