

Augusta Township Public Library
4500 County Rd. 15, RR2, Brockville, ON, K6V 5T2
www.augustalibrary.com
613-926-2449
staff@augustalibrary.com

Augusta Township Public Library Board Member Application Form

Name: _____

Address: _____

Telephone: _____

Email: _____

Why do you want to volunteer for the Board?

Do you have any previous experience on volunteer boards, advisory committees, or similar groups?

What skills or experience do you have that would be a good fit for the Board?

Signature

Date

Please return this completed application form to
Lindsey Veltkamp, Township Clerk, Augusta Township

Augusta Township Public Library Board Library Board Membership Requirements

Position:

Library Board Trustee

Term:

Four years, concurrent with council term.

Remuneration:

None; allowable expenses only.

Limitations:

- Must be a Canadian citizen.
- Must be a resident of the municipality for which the Board is established.
- Must not be employed by the Board or the municipality.

Board Organization:

The municipality of Augusta Township requires 5 trustees including at least 1 representative from the municipal council.

Time Commitment:

- Prepare for and attend regular full board meetings which are traditionally held January to July and September to November on the second Tuesday of the month at 7:00 pm.
- Attend special board or committee meetings which may be held from time to time.

General Board Duties:

The library board establishes policies under the authority of the Public Library Act 1990 and appoints the chief executive officer who administers the library under the guidance of those policies.

Specific Board Duties:

- Understand the library's services and the needs of the community in relation to the library.
- Stay current on library standards and trends.

- Establish, support and participate in planned public relations programs.
- Employ a competent and qualified chief executive officer.
- Work with the chief executive officer to prepare a budget adequate to carry out the library's goals and objectives and present this budget to municipal council.
- Determine the goals of the library and secure adequate funding to fulfill these goals.
- Ensure that accurate public records concerning finances, property and annual reports are on file at the library and with appropriate local, provincial, or national bodies.
- Be aware of local and other laws which affect libraries and play an active role in initiating and supporting beneficial library legislation when needed.
- Attend all board meetings, committee meetings as assigned.
- Attend outside meetings and workshops for trustees.
- Be prepared to interact with provincial library agencies.
- Report regularly to governing officials and the general public.

Desirable qualifications:

- Interested in what the public library can do for the community.
- Ability to advocate and represent the interests, concerns and attitudes of the community.
- Have an understanding of the roles of the library boards and the municipal council.
- Have an aptitude for short and long range visionary planning, organizational abilities, and creativity.
- Have excellent communication skills.
- Readiness to devote time and effort to the library.
- Enjoys working with a team.
- Is, or has been, a regular library user.

Relevant experience:

- Previous service on volunteer boards or advisory committees.
- Demonstrated leadership abilities.
- A wide range of vocational backgrounds is helpful.
- Trustees should be prepared to apply their knowledge to the development of policies and services.