



Whitby Public Library

Position Title: Board Member

The Whitby Public Library strives for a Board that reflects the demographics of the community and supports the Library's Mission, Vision, and Values through their experience, expertise, and commitment to public library service.

Composition of Library Board

Public library boards are governing boards and legal corporations with the authority to make policy and to govern the library's affairs under the **Public Libraries Act** (PLA) RSO 1990, c P.44.

The Board consists of nine (9) members appointed by Whitby Council, including eight (8) citizens-at-large and one (1) member of Whitby Council.

The Library Board has the authority to act on behalf of the Library; individual Board Members have no authority to act on their own.

Duties and Responsibilities:

- Provide vision and strategy for a strong public library system
- Evaluate the ongoing performance of the Chief Executive Officer
- Establish and monitor long-range goals and objectives for the Library
- Evaluate and adopt written policies to govern the Library
- Understand the Library's programs, services and resources and their community impact.
- Work with the Chief Executive Officer to prepare and monitor the budget
- Adhere to the PLA's regulations and legislation
- Be aware of local laws and other legislation related to the Library
- Attend all Board meetings and assigned committee meetings
- Attend outside meetings, workshops for trustees, and community events
- Advocate and act as an ambassador for the Library in the community, in council presentations, and the media when necessary

Desirable Qualifications and Experience for Trustees:

- Understanding of and belief in the importance of the public library in the community

- Commitment to the core principles of library service (universal access, equity, freedom of expression, and intellectual freedom)
- Awareness of key needs, trends, and demographics in the Town of Whitby
- Collaborative and open to the thoughts and ideas of others
- Leadership experience and ability
- Commitment to good governance and fiduciary responsibility
- Ability to think strategically rather than operationally
- Advocacy and community engagement
- Aptitude for long- and short-range planning
- Experience in marketing, media relations, fundraising, business, financial management, political environments, arts and culture, and literacy are desirable
- Lived experiences that reflect the diversity of perspectives, backgrounds, and cultures in our community

Legal Requirements:

- At least 18 years old
- A Canadian citizen or permanent resident of Canada
- A resident of the Town of Whitby
- May not be employed by Whitby Public Library or the Town of Whitby
- Not convicted of an indictable offence

Time Commitment Required:

- Prepare for and attend regular meetings held on the third Wednesday evening of each month, except for July, August, and December
- Serve on committees of the Board as required
- Represent the Library at library and community events as needed
- Attend additional meetings as required for board orientation, training, and planning

Term:

- Four (4) years, concurrent with the term of Town of Whitby Council
- May reapply for additional terms

Contact for additional information:

Rhonda Jessup, CEO

Phone: 905-444-4374 (direct line)

Email: rjessup@whitbylibrary.ca