



References:

---

**Purpose:** The Board recognizes the importance of having informed trustees. To ensure this, the Board provides, within the limits of its budget, orientation programs, financial support for attendance at library conferences and relevant workshops, and institutional membership in library organizations.

**1. Orientation**

- 1.1. The Chair of the Human Resources and Finance Committee, along with the Board Chair, will organize an orientation session for new trustees to familiarize them with:
  - 1.1.1. The Library Director, the Library, and its services
  - 1.1.2. A trustee's responsibilities and duties
  - 1.1.3. The provincial library environment
- 1.2. Each trustee receives a Policy manual to be returned at the end of their time on the Board.
- 1.3. Each trustee receives a Trustee Handbook. Content for the Handbook is determined by the Human Resources and Finance Committee.
- 1.4. The October Board meeting includes discussion on the **Code of Conduct Policy G.1**, the **Board Governance Policy G.2**, and the Committee Terms of Reference.

**2. Education**

- 2.1. All trustees are encouraged to attend library conferences, with costs covered in accordance with the **Travel Policy HR 5**.
  - 2.1.1. Budget limitations may restrict the number of conference attendees. Priority will be given to trustees who have not attended previous library conferences; however, at the discretion of Board Chair, this may be overridden by the needs of the Board.
  - 2.1.2. Trustees are expected to provide a written report to the Board.
- 2.2. The Board holds an annual retreat.
- 2.3. All trustees are strongly encouraged to attend available workshops. If budget limitations restrict the number of attendees, new trustees have priority

**3. Association Memberships**

- 3.1. The Board maintains memberships in both provincial and national trustee associations.
- 3.2. Trustees are encouraged to actively participate in trustee associations.