



Kitchener Public Library

Board Trustee Description

Position	Kitchener Public Library Board Trustee
Term	Normally four years, concurrent with term of City of Kitchener Council. Mid-term appointments are shorter, lasting until the end of Council's term.
Remuneration	None; allowable expenses only
Legal requirements	Must be at least 18 years old, a Canadian citizen or permanent resident, and a resident of the City of Kitchener. May not be employed by the Library or by the municipality.
Time commitment	<p>Prepare for and attend regular meetings, which are normally held on the third Wednesday evening of each month except July.</p> <p>Serve on committees of the Board; frequency of committee meetings generally does not exceed once per month.</p>
General function of the board	The Library Board establishes governance policies and appoints the Chief Executive Officer who is also the Secretary-Treasurer of the Board, and who administers the Library under the guidance of those policies.

Specific duties

Provide a comprehensive and efficient public library service that reflects the community's needs.

Employ and evaluate the ongoing performance of the Chief Executive Officer.

Develop governance policies which define the responsibilities and regulate the work of the Library Board.

Establish and monitor long range goals and objectives for Kitchener Public Library.

Understand the library's programs and needs of the community in relation to the library.

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 City Council.

Support and participate in planned public relations and fundraising activities.

Be aware of local and other laws which affect libraries and play an active role in initiating and supporting beneficial library legislation.

Adhere to the Public Libraries Act, its regulations and legislation.

Attend all Board meetings, committee meetings as assigned. Attend outside meetings, workshops for trustees and community events.

Ensure accurate public records concerning finances, property, and annual reports are on file at the library and with appropriate local, provincial, or national bodies.

**Specific duties
continued**

Be prepared to interact with provincial library agencies.
Report regularly to governing officials and the general public.

Promote and advocate the value of public libraries in the Kitchener community.

**Desirable
qualifications and
experience**

Interest in the library, the community, and their inter-relationship.

Knowledge of the community's social and economic conditions.

Demonstrated leadership abilities.

Aptitude for planning – both long and short range.

Ability to work in a political environment.

Skilled in marketing, media relations, advocacy, fundraising, financial, business and/or literacy.

Previous service on non-profit volunteer boards or advisory committees.

Have internet access for emails and reports.

**Contact for additional
information**

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