

FORT SASKATCHEWAN PUBLIC LIBRARY

POLICY

SUBJECT: TRUSTEE ORIENTATION AND CONTINUING EDUCATION

REFERENCE #: 86/08      DATE APPROVED: February 12, 1986

REVISED: Oct. 11, 1995, Nov. 12, 1997, January 18, 2000, November 8, 2000

1. The Personnel Committee shall be responsible for a systematic and comprehensive orientation of new trustees.
2. A Board Binder (see schedule attached) and the ALTA Orientation Video shall be distributed by the Chair of the committee.
3. An invitation shall be extended to tour the Library with the Library Director, the Board Chair and the Chair of the Personnel Committee.
4. A meeting shall be arranged between the new trustee and a member of the Committee (possibly after the tour) to answer questions, investigate issues and cover housekeeping items detailed in the Board Binder or ALTA video.
5. Each new trustee will be assigned a key contact person who will meet with the new trustee, go through the orientation package and will ensure the new trustee has the information they need. The Committee member shall then discuss with the new trustee, four or five months into their term, how things are going.

Schedule A of this policy is attached.

---

M. (Robin Wilkinson)  
Board Chair