



## **Join the County of Grande Prairie Library Board**

The County of Grande Prairie is inviting applications for the position of Board Member on the County of Grande Prairie Library Board. The Library Board operates public libraries in the hamlets of LaGlance, Valhalla, and Elmworth, as well as partnering with libraries in neighbouring municipalities (Sexsmith, Hythe, Beaverlodge, Wembley, and Grande Prairie) to provide excellent library services across the region.

### **Jurisdiction**

County of Grande Prairie No.1 By-Laws 1452 and 1497A  
Alberta Libraries Act

### **Mission**

To ensure the provision of comprehensive and efficient library services to the residents of the County of Grande Prairie.

### **Membership**

The Board shall consist of five (5) members appointed by Council: three (3) Public Members and two (2) County Councillors.

### **Term**

Public Member positions are held for a term of up to three (3) years. Members are eligible for reappointment to a maximum of three (3) consecutive terms.

### **Meetings**

Meetings are held quarterly with a minimum of four (4) meetings held each year.

### **Remuneration**

Public Members are paid a per diem and reimbursed for travel costs to attend meetings.

### **Responsibilities**

- To make governing leaders, civic officials, funding bodies, and the general public aware of the library's objectives and services.
- To work together with other trustees to meet the objectives of the Library Board.
- To be prepared for meetings, including reading minutes and other pertinent materials and to maintain a familiarity with the Alberta Libraries Act, the Alberta Library Trustees Handbook, and the Library Board's Policy Manual.

- To act in accordance with the Alberta Libraries Act and to follow current Board policies and regulations.
- To maintain confidentiality.
- To promote a favourable image of the Board and its' libraries to the public.
- To encourage active use of the libraries by people of all ages and cultures.

### **Requirements**

- Current residence in the County of Grande Prairie.
- An interest in and enthusiasm for public libraries.
- Knowledge and skills in the areas of finance, human resources, and/or policy development.
- Board and/or committee experience.
- Ability to work in a team environment.

### **Deadline**

The deadline for applications is November 8, 2019.

### **For further information**

Contact Serena Boyte-Hawryluk, Library Services Team Lead, at [sboyte@countypg.ab.ca](mailto:sboyte@countypg.ab.ca) or 780-831-6966.



## County of Grande Prairie Library Board

### Application Form

Fields that have an asterisk (\*) must be provided.

\*Name of Applicant:

\*Application Date:

\*Mailing Address:

\*City:

\*Province:

\*Postal Code:

\*Physical Address:

\*Phone (Daytime):

Phone (Alternative):

\*Email Address:

\*Are you available to attend meetings scheduled during daytime business hours? Y N

How long have you lived in the County of Grande Prairie?

Occupation:

Employer:

Why do you want to serve on the Library Board? (attach a separate sheet if you need more room)

Education: (attach a separate sheet if you need more room)

Prior Board/Committee Experience: (attach a separate sheet if you need more room)

Previous Leadership Roles and Responsibilities: (attach a separate sheet if you need more room)

**Financial Management Experience:** (attach a separate sheet if you need more room)

**Human Resources Experience:** (attach a separate sheet if you need more room)

**Policy Development Experience:** (attach a separate sheet if you need more room)

**Any Other Skills or Experiences** (i.e.: Communications, Information Technology, Strategic Planning, Legal Knowledge, etc.) (attach a separate sheet if you need more room):

We would like to know where you found out about this opportunity. Please mark off the source(s) that apply:

Facebook advertisement or post from the County of Grande Prairie

Twitter post from the County of Grande Prairie

Linkedin post from the County of Grande Prairie

Word-of-mouth

Library Facebook Page

Library staff

County of Grande Prairie staff

Town and Country newspaper advertisement

Poster on local community bulletin board, please specify location: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

**Submit completed print forms to:**

10001-84 Avenue, Clairmont AB, T8X 5B2, Attention: Serena Boyte-Hawryluk, FCSS or Via email to: [sboyte@countyp.ab.ca](mailto:sboyte@countyp.ab.ca)

\*I agree that this personal information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act, and will be used to administer the volunteer program for appointment and service on the County of Grande Prairie Library Board. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act.