

## Orientation and Continuing Education for Board Members Policy

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<i>Topic</i>	Board Governance
<i>Authority</i>	Board
<i>Related Documents</i>	WBRL Reimbursement for Expenses Policy

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The Regional Municipality of Wood Buffalo Library Board recognizes the importance of having informed Board members.

### Orientation

Newly appointed Board members receive a comprehensive orientation prior to attending their first Board meeting. The orientation includes a meeting with the Board Chair and Director, a tour of Wood Buffalo Regional Library (WBRL), and review of the Board documents and relevant information.

### Continuing Education

Board members are encouraged to participate in library related activities including but not limited to conferences, workshops, meetings, and community events.

WBRL sets aside a portion of the yearly budget to support Board member development. Development may include:

- Seminars, Workshops, or Conferences.
- Programs and Courses.

WBRL provides financial assistance for Board member development within budgetary limits.

- WBRL reimburses compulsory Board member development in whole.
- WBRL reimburses optional Board member development up to 80%.
- WBRL will take advantage of grant opportunities where applicable, and would be a joint responsibility of both the Board member and WBRL.

Budget is awarded on an annual basis. Attendance at courses, seminars, and conferences is rotated on an equitable basis amongst Board members when appropriate. WBRL reimburses expenses per the Reimbursement for Expenses Policy. When WBRL covers expenses, Board members must provide sufficient proof of completion or a passing grade.

Board members are expected to report back on their learning experience to the Board in writing or through a verbal presentation.

### **History**

*Created: October 21, 2020.*

*Revised: January 19, 2022.*