

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 Board Chair and the Chief Librarian, organize an orientation session for new MHL Board Trustee(s) to familiarize them with:
 - 1.1.1. The role of the Chief Librarian, the Library, and its services
 - 1.1.2. A Trustee's governance responsibilities and duties
 - 1.1.3. The provincial library environment i.e. Public Library Services Branch Alberta Municipal Affairs - A Handbook for Library Trustees and Managers.
- 1.2. Each Trustee receives access to the Policy Handbook.
- 1.3. Each Trustee receives access to the Trustee Handbook. Content for the handbook is determined by the Human Resources and Finance Committee.
- 1.4. The January Board meeting includes discussion of policy G.2 Board Governance and the Committee Terms of Reference.

2. Education

- 2.1. All Trustees are encouraged to attend library conferences, with costs covered in accordance with policy HR.6 Travel.
 - 2.1.1. Budget limitations may restrict the number of conference attendees. Priority is usually given to Trustees who have not attended previous library conferences, however, at the discretion of the 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 trustee workshops. If budget limitations restrict the number of attendees, new Trustees have priority.

3. Recognition

- 3.1. A retiring Trustee who has completed their appointed term will be recognized for their contribution by the current Board at the Volunteer Recognition event the following year.

4. Association Membership

- 4.1. The Board maintains memberships in provincial trustee associations.
- 4.2. Trustees are encouraged to actively participate in the trustee associations.