



Job Description for Library Board Member

Title: Board Member, Town of Cochrane Public Library

Purpose: To guide and support the Town of Cochrane Public Library in achieving its mission to deliver inclusive, accessible, and innovative library services that enrich the community.

Responsibilities:

- Collaborate with other Board members to define and oversee the library's strategic goals and priorities.
- Advocate for the library's vision and programs within the community and to stakeholders.
- Support fundraising efforts, including contributing time, expertise, and networks to secure funding for library initiatives.
- Participate in the development of policies and governance structures that align with the Libraries Act and promote organizational excellence.
- Monitor the library's financial health, approve annual budgets, and recommend strategies for sustainable growth.
- Build and nurture strategic partnerships with community organizations, businesses, and government entities.
- Champion diversity, equity, and accessibility through library policies, programs, and community representation.
- Engage in ongoing learning about library trends and make informed decisions to support innovative service delivery.
- Actively participate in board meetings, committee work, and events to maintain a supportive governance presence.

Qualifications:

- Passion for libraries and their role in building community connections and lifelong learning.
- Expertise in areas such as finance, governance, marketing, facility planning, community engagement, or technology.
- Strong interpersonal and collaborative skills, with the ability to work respectfully within a diverse team.
- Experience in leadership, advocacy, or stakeholder relations (preferred).
- Resident of the Town of Cochrane or Rocky View County to maintain a connection with local needs.

Time Commitment: Approximately 5–10 hours per month, including attendance at monthly board meetings, committee work, and community engagement activities.

Term: Three years, renewable for up to three consecutive terms as per the Town of Cochrane's procedural bylaws.

Benefits:

- Contribute to a key cultural and educational institution in Cochrane.
- Collaborate with passionate individuals committed to serving the community.
- Gain valuable leadership and governance experience while making a meaningful impact.