

RED DEER PUBLIC LIBRARY BY-LAWS	SUBJECT: ORGANIZATION ORIENTATION	SECTION: 3.7 PAGE: 1 of 1 DATED JUNE 1998
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An appropriate board orientation meeting shall be held after the new board members are appointed by City Council and before the first meeting of the board after such appointments take effect. This orientation meeting shall:

1. Be planned and organized by the Board Chair and the Director of Library Services.
2. Serve as an opportunity for new board members to meet other board members and to become knowledgeable about the philosophy and operating procedures of the library.

In preparation for the Board Orientation Meeting, each new board member will receive materials including:

1. Libraries Act
2. Red Deer Library Board By-Laws
3. Organizational Chart, including names of people holding the positions
4. Current Annual Report and Audited Financial Statement
5. Names, addresses and telephone numbers of all current board members
6. Goals and Objectives of the library
7. Five-year Development Plan
8. Relevant library brochures and handouts
9. Past three sets of library board minutes
10. Meeting date schedule
11. Names, addresses and phone numbers of key contacts such as the Mayor, MLAs, School Board superintendents, etc.
12. Relevant material, brochures published by provincial and national library associations

The Board Orientation will also consists of an official tour of the Library to meet the staff and receive explanations of library services emanating from each department.