

# Job Description: BCLTA Liaison

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## Purpose

One GDPL Board Trustee is appointed to the role of BC Library Trustees Association (BCLTA) Liaison at the first Board Meeting following the AGM. This role is appointed each year, and past BCLTA Liaisons may choose to be re-appointed.

The purpose of the BCLTA Liaison is act as the primary channel of communication between the Board and the BCLTA in order to share any information that may be useful to the Board in its role of governance, oversight and planning.

## Responsibilities

The responsibilities of the BCLTA Liaison include the following:

- Notify the BCLTA about your appointment (or re-appointment) as the Board's liaison for the year, providing your name and contact information for communication with the BCLTA
- Receive, read and review the BCLTA bulletins and re-distribute to all Board members
- Share other useful BCLTA information with Board members, such as:
  - BCLTA advocacy Bulletins or other publications
  - Training and development opportunities such as the Trustee Orientation Program (TOP) or other conferences
  - Ongoing surveys and research results about BC libraries and library boards
  - Annual awards programs to recognize outstanding trustees
  - Notify Board members of BCLTA Board elections
  - Notify Board members of BCLTA conference dates and logistics
- On behalf of the Board, communicate with the BCLTA on any issues, feedback or requests for training or other support