Henrietta Public Library Board of Trustees Nominating and Board Development Committee Charge Statement

Approved March 2021
Reviewed February 2024

Purpose:
To ensure that the Board is staffed with an appropriate balance of skills and demographics and that the Board members are trained and prepared to serve effectively on the HPL Board.

Committee Responsibilities:
- Recruit HPL board members
- Actively promote board membership at established HPL community events
- Take on a social issue or community event
- Assist in training new board members
- Identify board development needs
- Establish plans and a timeline for board development presentations to meet New York State’s 2-hour training requirement¹.
- Coordinate board development presentations with the Monroe County Library System to ensure training and program presenters meet appropriate criteria.

Structure and Composition:
This is a standing committee of the board of trustees and will be chaired by a member of the board. The committee shall meet a minimum of four times a year.
Committee Members may include:
- HPL Board members – the committee shall be chaired by a board member and/or co-chair board members
- HPL Staff
- Volunteers from the community, especially as needed to provide presentations for board development

Term:
All members of the committee shall serve one-year terms, which may be renewable.