

# **Application Procedures**

## **County of Prince Edward Public Library & Archives**

### **Qualifications:**

Refer to the Library Board Tools Document “What is the job description of a Library Board Trustee?” and “Who can be a Board Member?”

### **Procedures:**

Applications must be in writing and shall address the following points:

- Please describe your specific experience with Boards and Committees.
- Please describe your knowledge of and affiliations with the community.
- Why are you interested in serving on the Public Library Board?
- Describe your familiarity with the County of Prince Edward Public Library.
- What do you see as the role of the Library Board?
- What skills/interests do you have that you feel would be useful to the Board?
- Would you be able to spend five (5) to six (6) hours a month on the Library Board’s business?

**Applicants for the County of Prince Edward** are also required to complete an Application **for Appointment to the County of Prince Edward Committee, Board, Task Force, Sub-Committee** and include this with their submission.

# County of Prince Edward Public Library & Archives Committee/Board/Commission Application

## Qualifications

To be eligible to serve on committees or boards, you must qualify as a municipal elector. Specifically:

- You must be eighteen (18) years of age or older;
- You must reside in the municipality, or be an owner, tenant of land (or spouse of same);
- You must not be prohibited from voting;
- You must be a Canadian citizen.

## Application

Do you meet the qualifications above:  Yes  No

Name:

Address:

Postal Code:

Home Phone:

Business Phone:

Email Address:

Are you currently serving on any other  
Committee/Boards:  Yes  No

And, if yes,  
which one(s):  
# of Years?

Are you an employee of the  
County of Prince Edward or  
its agencies, boards or commissions?

Yes       No

**Your Background/Resume:**

Please tell the Nominations Committee and Council about yourself and why you are interested in serving on this committee. Briefly describe your background and information such as expertise, education and/or real life experience that would help the Nominations Committee determine your suitability to serve on the committee to which you have applied.

**Skill Sets:**

Please list your skill sets that you would bring to this committee that would be an asset:

**Notice of Collection:**

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA and all other relevant legislation. Personal information on this form will be used to assist the Nominations Committee and Council in selecting appointees for the various civic bodies. Personal information may form part of meeting agendas and minutes, and therefore may be made available to members of the public at the meetings, through requests, and through the website of the County of Prince Edward. Questions regarding the collection, use and disclosure of this personal information may be directed to the County of Prince Edward, Clerk’s Department, 332 Main Street, Picton, Ontario, K0K 2T0. The Nominations Committee reserves the right to check references and verify information contained on these forms.

Applicant Signature: