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Henrietta Public Library  
625 Calkins Road  
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# Henrietta Public Library Board of Trustees Nominating and Board Development Committee Charge Statement

Adopted March 2021

Updated January 2025

## **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
- 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 requirement<sup>1</sup>.
- 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.