

## BC Library Trustees' Assoc.

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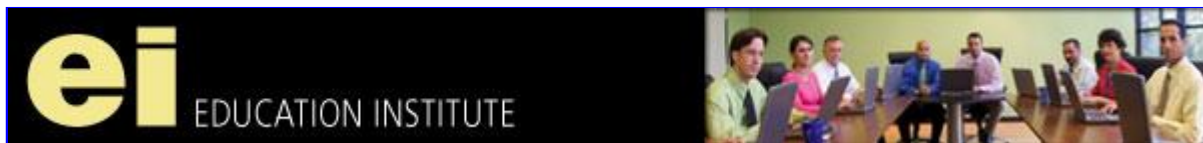
**From:** BC Library Trustees' Assoc. [admin@bclta.org]  
**Sent:** Monday, September 11, 2006 2:06 PM  
**To:** BCLTA-Liaisons (bclta-liaisons@interchange.ubc.ca); BCLTA - Library Board Chairs (lib-bd-chairs@interchange.ubc.ca)  
**Subject:** Education Institute: Ken Haycock is back for another "Effective Board Governance" Teleconference, Sept. 27th

To: Library Board Chairs and BCLTA Liaisons

Below is a message regarding an upcoming program offered by the Education Institute that is of direct relevance to library trustees. If you have any questions regarding the registration for an EI program - please let me know.

Regards,  
 Maureen Black  
 Executive Director - BCLTA

**From:** Education Institute [mailto:education@thepartnership.ca]  
**Sent:** Friday, September 08, 2006 7:33 AM  
**Subject:** Education Institute: Ken Haycock is back for another "Effective Board Governance" Teleconference, Sept. 27th



[ei Home](#)

Calling ALL Library Boards!!!  
 The most POPULAR series yet in the Education Institute!

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### **Effective Board Governance Series** **No. 6 - Selecting the CEO: Your Million Dollar Responsibility**

Instructor:

**Key Haycock**, Director of the School of Library and Information Science at San Jose State University AND Senior Partner with Ken Haycock & Associates Inc.

Selecting a CEO truly is a million dollar responsibility when you consider salary and benefits over an average period in the position. Boards and senior staff spend hundreds of hours on other million dollar decisions such as assessing new vendors and automation programs but spend comparatively little time on CEO selection. Like most functions, selection of CEOs has been studied and monitored.

## Key Topics To Explore

- \* The key steps in the process will be presented together with what works and what doesn't:
- \* Preparation: clarify roles and relationships; determine whether to engage a consultant; develop the profile (key questions to ask); review existing position and job descriptions;
- \* Recruitment: advertising; actively recruiting quality talent (no, they do not come to you, in spite of what you might think);
- \* Selection: making the first cut; making the second cut; preliminary in-depth interviews; reference checking on-list and off- list' legal issues; connections between selection practices and performance on the job;
- \* Decision: candidate profiles; on-site interviews in context; other on-site activities; making the recommendation; making the decision;
- \* Next Steps: orientation and training; assessment and evaluation.

Like other million dollar decisions, Human Resources Management requires professional guidance using a rich research-base. Why would this critical area be left to intuition and experience? Essential steps and checkpoints for every Board.

Ken Haycock has provided training in effective governance for several provincial and state associations, for directors and for individual boards across the country. His presentation is informed by a recent research study conducted on high priority training needs and the roles of the director, chair, municipality and provincial association in addressing those needs.

### When

1 hour Audio Conference

6 PM ET (3 PM PT)

[Wednesday, Sept. 27th, 2006](#)

Click date to REGISTER ON-LINE TODAY!

## MORE INFORMATION ABOUT THE EFFECTIVE BOARD GOVERNANCE SERIES

Education Institute bulk session purchasing

While there is not a great deal of flexibility in the pricing of Education Institute audio conferences, The Partnership is pleased to offer one session free if a location books five sessions in one order.

### Series Description

Board governance is becoming increasingly complex. Effective boards understand how they have impact and how they can continually improve. Is your Board really the best it can be? How do you know? What are the criteria for effective boards?

This new series offers insights, observations and powerful suggestions for high impact on community development. This landmark series is split evenly between the spring and the fall.

## Structure Of Audio Conferences

1. Effective Board Governance: Overview - February 14/06
2. Lonely at the Top? The Board Chair as Community and Board Leader - March 1/06
3. Effective Meetings - March 20/06
4. Strategic Planning - April 12/06
5. Community Development: the Leadership Role of the Library Board - May 31/06
6. Selecting the CEO: Your Million Dollar Responsibility - September 27/06
7. Evaluating the CEO - October 18/06
8. Evaluating the Board - November 8/06
9. Succession Planning...Isn't - December 6/06
10. Annual Reports - January 17/07

**Unique perspective on library board governance** What constitutes effective governance? What does the research say about high performing boards? What are the specific criteria by which you judge how well you are doing as a board? What are the implications for you as a trustee, for your chair and for your CEO/director?

Ken Haycock has provided training in effective governance for several provincial and state associations, for directors and for individual boards across the country. His presentation is informed by a recent research study conducted on high priority training needs and the roles of the director, chair, municipality and provincial association in addressing those needs.

## The Benefits

Participants will understand the key criteria for board effectiveness and be able to analyze their own board functions from this perspective. The result will be a more effective board with a clearly defined focus on community development, higher level library planning and allocation of resources and regular evaluation of programs and services. The board will also have a higher profile in the community and recruit new members based on identified needs.

## Who Should Participate?

This series will appeal to trustees, directors, chief executive officers and others concerned with effective governance. Those serving on other public boards will also find the program of value.

## Key Topics You Will Explore

The research-based criteria for effective boards will be introduced and explored:

- \* Develop a clear statement of mission and purpose;
- \* Select and evaluate the CEO;
- \* Articulate roles and relationships;
- \* Plan strategically;
- \* Allocate resources to reflect board goals;
- \* Monitor and evaluate accountability;
- \* Maintain legal and ethical integrity;

- \* Ensure public standing and credibility;
- \* Recruit new members aggressively;
- \* assess Board performance.

## Fees

Member: \$54.00 + GST (per Audio Conference)

Non-Member: \$74.00 + GST (per Audio Conference)

## About The Presenter...

**Ken Haycock** is Senior Partner with Ken Haycock & Associates Inc., building capacity for collaboration, leadership and advocacy through effective board governance and library leadership. He is a past president of the Canadian Library Association and was an elected member of the Executive Board of the 68,000 member American Library Association. He is currently president of the Association for Library and Information Science Education.

Dr. Haycock holds master's degrees in Business Administration, in Education and in Library and Information Studies and is a Certified Human Resources Professional. An award-winning researcher and writer, Ken is currently director of the School of Library and Information Science at San Jose State University, the largest MLIS program in the world. He has been a public library trustee in two provinces, an elected school board trustee and chair, and an elected municipal councillor. Dr. Haycock has been honoured by the British Columbia, Canadian and American Library Associations, and the Governor-General, among many others.

Ken is a popular speaker at provincial, national and international conferences and has worked with many libraries on executive searches, program reviews, effective governance and community development. He also works with school districts and universities on collaborative program planning and teaching for information literacy and improved student learning.

Developed for the Education Institute by Ken Haycock & Associates, Inc.

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The Education Institute

The learning programs of the LAA-APLA-BCLA-MLA-NLA-NLLA-NSLA-NWTLA-OLA-ABQLA-SLA Partnership

<http://www.thepartnership.ca>

If you have questions please contact the appropriate Association or Meredith Gilbert for the Partnership and the Education Institute at the Ontario Library Association at [education@thepartnership.ca](mailto:education@thepartnership.ca)

Canada's national network of provincial and territorial library associations

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