

Volunteer Position - Airdrie Public Library Board Member (Financial Expertise)

Position ID: J0326-0058

Department: Volunteer

Number Of Positions: 2

Min Salary: \$0.00/Hour

Max Salary: \$0.00/Hour

Closing Date: April 30, 2026

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

Bring your financial expertise to a board that shapes the future of one of Airdrie's most valued community institutions. The Airdrie Public Library (APL) Board is seeking a volunteer board member with strong experience in financial management, budgeting, or strategic financial planning to help guide the library's long-term sustainability and responsible stewardship of public resources.

As a member of the APL Board, you will contribute to strategic decision making, support the library's mission, and help ensure that APL continues to grow, innovate, and serve the citizens of Airdrie.

The Board operates under the authority of the Alberta Libraries Act and holds full governing responsibility for the library.

Term Details

- Term Length: 3 years
- Reports to: Airdrie Public Library Board

Board Responsibilities

The Airdrie Public Library Board is the governing body responsible for:

Financial Oversight - Ensuring the Library's financial health through responsible budgeting, monitoring, and long term planning.

Governance - Establishing policies, bylaws, and strategic direction that guide Library operations and service delivery.

Advocacy - Championing the value of public libraries and representing the interests of Airdrie residents.

Board members are expected to support the library through participation in events and fundraisers, and to be an active advocate and ambassador for the mission, vision, and values of the Library.

Candidate Profile: Financial Expertise

The Board is specifically seeking a candidate with meaningful experience in financial management, budgeting, or strategic financial planning. Senior level financial leadership is considered a strong asset.

Familiarity with audit processes, internal controls, and financial reporting requirements is an asset.

The ideal candidate is comfortable:

- Reviewing and interpreting financial statements and audits
- Guiding long term budgeting and forecasting
- Assessing financial risks and opportunities
- Supporting responsible stewardship of public and philanthropic funds

Professionally, you may have served as a Chief Financial Officer, Director of Finance, Controller, Senior Financial Analyst, Budget Manager, or in a similar role within the public, nonprofit, or private sectors.

You bring sound judgment, strategic thinking, and the ability to communicate financial concepts clearly to board members with diverse backgrounds. Above all, you are committed to strengthening the Library's long term sustainability and ensuring financial decisions align with community needs and APL's mission.

Qualifications

- Experience in financial management, budgeting, or strategic financial planning
- Ability to interpret and analyze financial statements, audits, and budget reports
- Familiarity with multi year budgeting, forecasting, and financial risk assessment
- Experience considering financial sustainability, affordability, and long term risk in organizational decision making
- Experience overseeing or advising on organizational budgets (public, nonprofit, or corporate)
- Ability to communicate financial concepts clearly and collaboratively
- Experience with boards, public institutions, or nonprofits is an asset
- Commitment to ethical governance, transparency, and responsible stewardship
- Experience working with public funding, government grants, or regulated funding environments is an asset

Additional Skills & Attributes

- Strong interpersonal and relationship building skills
- Ability to participate with diplomacy, confidentiality, and independence
- Previous volunteer or community involvement
- Passion for public service and community impact

Mandatory Eligibility Requirements

- At least 18 years of age
- Current resident of the City of Airdrie
- Not currently employed by the City of Airdrie, nor employed within the last 12 months
- Not a former City of Airdrie elected official within the last 12 months
- Willing to sign a non disclosure agreement
- Willing to obtain a satisfactory criminal record check, if required.
- Willing to attend a full day Library Board Basics workshop

Volunteer Commitments

- The Library Board meets on the last Thursday of each month (excluding July and December)
- Meetings begin at 6:30 PM
- Meetings are held in the FortisAlberta Room at the Airdrie Public Library
- Meetings are open to the public
- Virtual participation is available

Committee Work

Board members are expected to serve on at least one standing committee. Each committee has different responsibilities and time commitments:



- Governance Committee — Meets about ten times per year for one hour. Its work focuses on reviewing, editing, and approving board and organizational policies.
- Finance Committee — Meets as needed, typically around six times annually. Meetings cluster around key financial periods: a couple of meetings in June, at least one in August, another in September, participation in the budget presentation in November, and a follow up meeting in January if budget adjustments are required.
- Human Resources Committee — Meets primarily to conduct the Library Director’s annual performance evaluation.

Remuneration

- This is a volunteer position and does not include financial compensation.
- Board members may be reimbursed for reasonable expenses related to authorized conferences, workshops, or training events (registration, meals, accommodation, travel) with receipts and prior approval.

Additional Information:

- A link to the Libraries [Act](#) and [Regulations](#)
- A link to the APL [policy](#) page on the APL website
- A link to the APL [Mission, Vision, Values and Plan of Service](#)

Candidates selected for interviews will be contacted by email.

For questions about this opportunity, please contact legislativeservices@airdrie.ca

Next Steps:

Candidates are invited to apply online at [City of Airdrie - Job Opportunities](#). We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City’s success.

Postings close at 10:00 PM MT (Mountain Time) on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.



Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.

