

Category: Governance
Policy Number: 1-2
Policy Name: Roles of the Board and CEO

Adopted from the 2nd edition of “Cut to the Chase” (2012) created by the OLBA

Legal Issues	Board Responsibilities	CEO Responsibilities
Existing local and provincial laws	Knows local and provincial laws	Knows local and provincial laws
New legislation affecting libraries	Responds to new legislation	Responds to new legislation
Library records	Ensures records are kept and protected in compliance with privacy legislation Approves annual reports for Government of Ontario	Keeps complete and accurate records regarding refinance, personnel, inventory, insurance, annual statistics, membership Prepares, submits annual reports to Government of Ontario
Accountability	Municipal/County council and Government of Ontario	Board
Board Meetings	Attends/participates in all Appoints a board Secretary	Attends/participates in all Records and maintains minutes of meetings Reports regularly on all areas of responsibility

Community Development	Board Responsibilities	CEO Responsibilities
<p>Understanding the community</p>	<p>Understands local issues, the implication of community demographics and the contributions of community groups</p> <p>Identifies community needs and concerns</p>	<p>Understands local issues, the implication of community demographics and the contributions of community groups</p> <p>Identifies community needs and concerns</p>
<p>Community relationship-building</p>	<p>Builds a strong and communicative relationship with Council of Waterloo</p> <p>Maintains a dialogue with the community</p> <p>Is aware of the municipal planning context</p> <p>Develops strategic partnerships with community groups and leaders</p> <p>Demonstrates library's role in the community</p>	<p>Builds solid relationships with the Council staff</p> <p>Promotes library services in the community</p> <p>Forges relationships with community groups and leaders</p>
<p>Library's role in the community</p>	<p>Establishes the library as an essential community service</p> <p>Builds community pride in the library</p> <p>Advocates library's role in the community</p>	<p>Establishes the library as an essential community service</p> <p>Builds community pride in the library</p> <p>Advocates library's role in the community</p>

Policy Development	Board Responsibilities	CEO Responsibilities
Library Policy	<p>Analyzes CEO policy recommendations</p> <p>Debates policy issues and implications</p> <p>Approves policy</p> <p>Reviews and revises policies as necessary</p>	<p>Recommends policies</p> <p>Advises board on policy development framework and format</p> <p>Provides information sources and policy examples</p> <p>Establishes procedures for implementing policies</p> <p>Interprets policies and procedures to staff and public</p> <p>Maintains policy manual and ensures its accessibility</p>

Planning	Board Responsibilities	CEO Responsibilities
Community needs for library service	Assess needs	Assists board to assess and understand needs
Mission and overall direction	Defines mission and overall direction	Analyzes library strength and weaknesses
Library goals and objectives	Develops and approves	Advises board and facilitates in development
Plan for meeting goals and objectives	Approves plan	<p>Recommends programs, services and activities</p> <p>Formulates plan</p> <p>Administers library in accordance with plan</p>

<p>Monitoring and evaluation</p>	<p>Evaluates library performance annually or more often if appropriate</p> <p>Revises plan accordingly</p>	<p>Provides necessary data to demonstrate progress</p> <p>Participates in ongoing evaluation</p> <p>Adjusts plan accordingly</p>
-----------------------------------------	------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------

Finance	Board Responsibilities	CEO Responsibilities
<p>Annual budget</p>	<p>Analyzes preliminary budget and proposes necessary changes</p> <p>Officially adopts budget</p>	<p>Consults with municipal staff and advises board on municipal budget policy requirements and procedures</p> <p>Prepares preliminary budget in conjunction with board based on present and anticipated needs and board's plan</p>
<p>Budget presentation to Council</p>	<p>Presents budget to council in accordance with municipal budget policy and procedures</p>	<p>Participates in budget presentation, supplies facts and figures, analysis and comments as requested</p>
<p>Sustainable resources</p>	<p>Determines revenue sources in relation to special project needs and/or funding gaps</p>	<p>Identifies options for generating additional revenue to support special project needs and/or funding gaps</p>
<p>Financial control measures</p>	<p>Ensures safe and financial control measures are in place to expend budget with due diligence and in accordance with board policies</p>	<p>If the CEO is Treasurer, oversees all accounting functions and prepares regular financial statements</p> <p>Monitors the budget</p> <p>Identifies and addresses problems as they arise</p>

Personnel	Board Responsibilities	CEO Responsibilities
CEO selection	Hires CEO	
Board-CEO relationship	Builds a strong relationship that recognizes board authority and respects CEO expertise	Builds a strong relationship that recognizes board authority and respects CEO expertise
Staff selection		Hires and directs all staff, adhering to board policies. May seek board input on senior staff selection
Employee performance appraisal	Evaluates CEO performance annually	Ensures that annual performance appraisals are conducted on all staff
Salary scales and union contracts	Approves	Negotiates salary and working conditions for staff including union contracts as applicable
Grievances	Ensures that appropriate steps are in place to handle any grievances that have not been satisfactorily resolved by the library's grievance procedures	Handles all grievances and keeps the board informed
CEO succession management	Ensures that there is provision for succession management	Contributes input to succession management

Governance Process	Board Responsibilities	CEO Responsibilities
Board orientation and development	Board chair supports and participates in planning and delivery	Supports and facilitates planning and delivery

Policy 1-2 – Roles of Board and CEO

	Board members engage and participate	
Board performance	Evaluates regularly Individual board members conduct annual self-appraisal	Contributes input to evaluation process
Succession planning	Identifies the skills and competencies necessary for the incoming board to meet new term challenges	Liaises with municipal staff on board appointments with input from outgoing board
Legacy planning	Summarizes highlights, successes and challenges of the term to provide the incoming board with a framework for moving forward	Provides input and support to the board for developing a legacy plan

Document Record:

June 2003	Initial Release
January 2014	Reviewed

Appendix A

Additional Roles of the Board Chair and Vice-Chair

The Board Chair shall:

- Preside at the meetings of the Board
- Conduct Board meetings in accordance with the Public Libraries Act and within the rules of procedure adopted by the Board
- Review draft agenda and minutes etc.

Policy 1-2 – Roles of Board and CEO

- In the event that a decision must be made without specific authority of the Board, inform the Board of the decision and the reason(s) necessitating it at the next regular Board meeting
- Serve as an ex-officio member of all Board committees
- Act as one of the authorized signing officers
- Represent the Board at public or private meetings for the purpose of conducting, promoting or completing the business of the board
- Determine the responsibility of committees to deal with matters which arise where it is unclear as to which committee has responsibility, subject to eventual confirmation by the Board
- Act as spokesperson for the Board when required to Council, senior City staff, Library staff, media and local organizations
- Present or participate in presentations to Council as directed by the Board
- Advise the Vice Chair if, for any reason, the chair is temporarily unable to perform these functions

The Vice Chair shall:

- In the absence of the Chair, be vested with all the powers and perform all duties of the chair
- Act as one of the authorized signing officers
- Serve as ex-officio member of all Board committees
- Be assigned by the Board other powers and duties from time to time