

## Terrace Bay Public Library Board

### Roles and Key Responsibilities Council, Library Board, Chief Executive Officer

Council	Library Board	CEO
<b>(1) Governance /Policy Making</b>		
<p><b>Responsible for:</b></p> <ul style="list-style-type: none"> <li>1.1 appointing a Board every 4 years under clear criteria</li> <li>1.2 relaying identified community issues and needs</li> <li>1.3 assisting Board with legal guidance</li> <li>1.4 developing support for the Library and the Library Board</li> </ul>	<p><b>Responsible for:</b></p> <ul style="list-style-type: none"> <li>1.1 determining mission, purpose and strategic goals</li> <li>1.2 setting annual objectives and evaluating performance against objectives</li> <li>1.3 determining policies in response to community data and needs</li> <li>1.4 providing orientation for new members and development for all members</li> <li>1.5 approving appropriate governance policies</li> <li>1.6 ensuring compliance with legislation</li> <li>1.7 maintaining operational links with the municipality</li> <li>1.8 operating within the corporate requirements</li> </ul>	<p><b>Responsible for:</b></p> <ul style="list-style-type: none"> <li>1.1 developing purpose and goals</li> <li>1.2 proposing annual objectives</li> <li>1.3 reporting on progress</li> <li>1.4 collecting and providing community data</li> <li>1.5 participating in orientation</li> <li>1.6 preparing and implementing policies</li> <li>1.7 maintaining current legal information</li> <li>1.8 attending and recording all meetings</li> </ul>
<b>(2) Community Relations/Services</b>		
<p><b>Responsible for:</b></p> <ul style="list-style-type: none"> <li>2.1 conveying community opportunities</li> <li>2.2 encouraging trustee activity</li> <li>2.3 seeking co-operative opportunities</li> </ul>	<p><b>Responsible for:</b></p> <ul style="list-style-type: none"> <li>2.1 ensuring appropriate standards are in place</li> <li>2.2 participating in community activities</li> <li>2.3 seeking to extend library service</li> <li>2.4 participating in trustee activities</li> <li>2.5 co-operating with officials</li> <li>2.6 maintaining a working relationship with community partners</li> <li>2.7 maintaining a working relationship with local libraries and information providers</li> </ul>	<p><b>Responsible for:</b></p> <ul style="list-style-type: none"> <li>2.1 implementing programs to support goals</li> <li>2.2 identifying community contacts</li> <li>2.3 providing information on trustee activities</li> <li>2.4 arranging opportunities for Board activity.</li> </ul>

Council	Library Board	CEO
<b>(3) Finance</b>		
<b>Responsible for:</b> 3.1 providing operating funds 3.2 giving financial direction 3.3 keeping informed of library requirements 3.4 communicating with the Board 3.5 approving annual budgets 3.6 negotiating union contracts	<b>Responsible for:</b> 3.1 approving resource strategies 3.2 adopting annual budgets and monitoring performance 3.3 communicating with Council 3.4 ensuring sound financial management	<b>Responsible for:</b> 3.1 developing resource strategies 3.2 presenting and implementing annual budgets and expenditure reports 3.3 providing sound financial operations
<b>(4) Personnel</b>		
<b>Responsible for:</b> 4.1 providing input on senior staff recruitment and retention 4.2 negotiating union contracts 4.3 enabling appropriate compensation 4.4 enabling good working conditions 4.5 enabling staff development	<b>Responsible for:</b> 4.1 employing and annually evaluating a CEO 4.2 approving policies on human resources 4.3 <b>compensation for the CEO</b> 4.4 ensuring <b>safe</b> working conditions 4.5 providing for staff development/training 4.6 approving collective agreements	<b>Responsible for:</b> <b>4.1 directing and evaluating staff</b> <b>4.2 disciplining staff</b> 4.3 preparing policies on human resources 4.4 providing data on compensation <b>4.5 providing workplace amenities /ensuring workplace safety?</b> 4.6 providing staff training and development plans
<b>(5) Legal</b>		
<b>Responsible for:</b> 5.1 keeping aware of library legislation 5.2 keeping aware of library operations 5.3 maintaining a full Board	<b>Responsible for:</b> 5.1 responding to proposed legislative changes 5.2 ensuring complete and accurate records are kept 5.3 reporting on library operations to Council 5.4 maintaining full membership of the Board 5.5 providing policies to ensure adherence to legislation	<b>Responsible for:</b> 5.1 interpreting legislative changes 5.2 creating and retaining complete and accurate records 5.3 ensuring the legal operation of the library