

Terrace Bay Public Library Board – Terms of Reference for Board Officers

Board Motion Number: 09-43

Date of Review: May 19th, 2009

Date of Original Motion: 00-04

Chairperson's Signature: Irene Moore

Chairperson

1. **Chairperson's Role:**

The primary role of the Chairperson of the Board is to ensure the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of order.

2. **Chairperson's Responsibilities:**

The Chairperson of the Board shall be responsible for:

- a) Presiding at regular and special meetings of the Board in the manner and to the extent prescribed by the Board;
- b) Conducting regular and special Board meetings in accordance with the provisions of the *Public Libraries Act, R.S.O. 1990, chapter P.44* and other relevant legislation, and with rules of procedure adopted by the Board;
- c) In the absence of specific authority, not committing the Board to any course of action;
- d) Serving as an ex-officio member of all board committees;
- e) Acting as one of the authorized signing officers of all documents pertaining to Board business;
- f) Representing the board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board;
- g) Determining 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;
- h) Ensuring that vacancies on Board committees are filled as expeditiously as possible;
- i) Advising the Vice-chairperson, if for any reason, the Chairperson is temporarily unable to perform these functions.

3. **Term of Office:**

The chairperson shall be elected for a one year term of office. The election shall take place at the January meeting of the Board.

Vice-Chairperson

4. Vice-chairperson's Role:

The primary role of the Vice-chairperson of the Board is to ensure the proper functioning of the Board and the proper function of Board business, if for any reason the Board Chairperson is not available.

Vice-chairperson's Responsibilities:

- a) In the absence of the Chairperson, the Vice-chairperson shall be vested with all the powers and shall perform all duties of the Chairperson;
- b) The Vice-chairperson shall possess and may exercise such other powers and duties as may, from time to time, be assigned by the Board.

5. Term of Office:

The Vice-chairperson shall be elected for a one year term of office. The election shall take place at the January meeting of the Board.

Chief Executive Officer

6. The Board shall employ a Head Librarian who shall be the Chief Executive Officer (CEO) of the Board and have general supervision over and direction of the operations of the Library and its staff, shall attend all Board meetings and shall have the other powers and duties that the Board assigns from time to time.

Duties and Responsibilities of the Chief Executive Officer:

Policy and Planning

- a) Carries out Board policies and directives;
- b) Advises the Board on matters of policy. Recommends policies to meet the goals and objectives of the Library and to meet the needs of the community for Library services and facilities;
- c) Reviews existing policies and recommends changes or additions;
- d) Coordinates and participates in long term planning in conjunction with the Board.

Programs and Services

- a) Develops procedures for the implementation of Board policies and directives;
- b) Plans, organizes, directs and evaluates Library programs and services and allocates resources to ensure the effective and efficient operation of the Library;
- c) Oversees the ordering and purchase of supplies, furnishings and equipment;
- d) Oversees the selection and acquisition of materials for the Library collection;

- e) Ensures that the collection is properly maintained and organized and that an effective collection control system is in place;
- f) Prepares and presents a monthly report of the Library's activities, monthly statistics, and items of concern or interest;
- g) Prepares and distributes an annual report.

Personnel

- a) Hires, promotes and if necessary dismisses all other employees of the Library with the approval of the Board;
- b) Establishes and maintains personnel procedures and directs the training and development, performance evaluation, salary administration and discipline of staff;
- c) Recommends compensation levels and salary administration policies to the Board;
- d) Advises the Board on staffing requirements;
- e) Acts as liaison between staff and Board;
- f) Prepares work and vacation schedules and authorizes leaves of absence.

Finance

- a) Directs the financial administration of the Library to ensure cost effectiveness of services and operations;
- b) Drafts initial budget estimates and works with the Finance Committee and the Board to prepare the Library's annual budget request and to present it to the Municipal Council;
- c) Administers the Library's annual operating and capital budgets and provides the Board with financial statements and other financial reports as required;
- d) Makes applications for and administers special grants.

Public Relations

- a) Plans, coordinates and conducts an on-going public relations program to inform the public about the Library and its services;
- b) Acts as liaison with other community organizations;
- c) Deals with patrons' suggestions, problems and complaints.

Other

- a) Oversees the operation and maintenance of the Library's physical facilities and capital equipment;
- b) Keeps abreast of new developments in the field of librarianship;
- c) Acts as liaison with the Ontario Library Service.

Secretary

7. The Secretary shall:

- a) Record the minutes of every Board and Committee meeting and ensure the distribution of minutes in accordance with Board policy;
- b) Prepare meeting agendas, in consultation with the Board and Committee Chairperson;
- c) Ensure that agendas and other necessary materials are made available to the appropriate members before meetings;
- d) Notify Board and Committee Members of meetings and ensure that meeting space is available and necessary arrangements made;
- e) Conduct the Board's official correspondence;
- f) Maintain accurate files of Library records and correspondence.

The person whom the Board appoints as Chief Executive Officer may also hold the position of Secretary of the Board.

Treasurer

8. The Treasurer shall:

- a) Receive and account for all the Board's money;
- b) Open an account in the name of the Board in a chartered bank approved by the Board;
- c) Deposit all money received on the Board's behalf to the credit of that account or accounts;
- d) Disburse the money as the Board directs;
- e) Provide the Board with regular financial reports;
- f) Serve as a signing officer of the Board.

Historically, the CEO acting as the Treasurer of the Board at the will of the Board keeps a running account of the day-to-day operations, but the bookkeeping of all accounts is the responsibility of the municipality.

Election of Officers

If more than one person has been nominated the chairperson shall be elected by secret ballot.

No clear majority.

Should no member receive a clear majority the secretary shall so declare and balloting shall proceed with the member's name receiving the smallest number of votes being dropped.

Following election of the chairperson he/she shall assume the chair and call for nominations for Vice-chairperson.

Chairperson Absent

If the Chairperson is not present the secretary shall call for nominations for Vice-Chairperson and the election for Vice-chairperson shall be conducted in the same manner as that for Chairperson.