

Section	Governance and Administration	Section #:	1
Sub-section	Organization of the Board	Sub-section #:	1.1
Topic	Officers – Terms of Reference	Policy #:	1.1.2

Policy

The Selwyn Public Library Board conducts its affairs under the overarching legislative framework of the Public Libraries Act, Revised Statutes of Ontario, 1990, chapter P.44.

Within the framework of the Act, the Board has the authority to establish policy for governance. Good governance is based on good policy and stated responsibilities for each of the Board's officers to ensure that each has clear and transparent duties.

This policy outlines the responsibilities of the Chair, Vice Chair, Secretary, Recording Secretary, and Treasurer for the Selwyn Public Library Board.

Board Officers

Chair of the Board

The Chairperson of the Library Board acts as an official representative of the library. The Chairperson, in a leadership role to the Board, ensures the proper functioning of the Board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure.

In addition, the Chairperson is responsible for:

- a) Presiding at regular and special meetings of the Board in accordance with the Public Libraries Act, Revised Statutes of Ontario, 1990, chapter P.44 and other relevant legislation and with the rules of procedure adopted by the Board,
- b) Serving as an ex-officio member of all Board committees,
- c) Acting as an authorized signing officer of all documents pertaining to Board business,
- d) 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,
- e) Determining the responsibility of committees to deal with matters which arise where it is unclear which committee has responsibility, subject to eventual confirmation by the Board,
- f) Ensuring that vacancies on Board committees are filled as expeditiously as possible,
- g) Setting the agenda in consultation with the CEO,
- h) Coordinating the CEO evaluation process,
- i) Coordinating the Board's evaluation process, and
- j) Advising the Vice-Chairperson, if for any reason, the Chairperson is temporarily unable to perform these functions.

The Chairperson shall not commit the Board to any course of action in the absence of the specific authority of the Board.

The term of office of the Chairperson shall be four years (full-term). The Chairperson may be re-elected for additional terms. The election shall take place at the first meeting of the Board each year.

Vice-Chair of the Board

In the absence of the Chairperson, the Vice-Chairperson of the Library Board acts as an official representative of the library. The Vice-Chairperson, in a leadership role to the Board, ensures the proper functioning of the Board and the proper conduct of Board business in accordance with appropriate legislation and prescribed rules of procedure.

In addition, the Vice-Chairperson is responsible for:

- a) Exercising all powers and performing all duties of the Chairperson, in the absence of the Chairperson, and
- b) Exercising such powers and duties as may, from time to time be assigned by the Board.

The term of office of the Vice-Chairperson shall be one year. The Vice-Chair may be re-elected for additional terms. The election shall take place at the first meeting of the Board each year.

Secretary of the Board

The Secretary acts as the record-keeper to the Board. In the absence of the Secretary, the Board may appoint one of its members or staff as the Acting Secretary.

The Secretary is responsible for:

- a) Conducting the Board's official correspondence, and
- b) Keeping minutes of every meeting of the Board.

In addition the Secretary is responsible for:

- a) Giving notice of Board and Committee meetings,
- b) Preparing the agenda prior to each board meeting, in cooperation with the Chairperson,
- c) Distributing the agenda, with all reports and enclosures, to all Board members prior to the relevant Board meeting,
- d) Distributing the minutes to all Board members not less than three days prior to the next Board meeting,
- e) Being present at all meetings of the Board and its Committees.

The CEO, or other staff appointed by the Board, may act as official Secretary to the Board. The Secretary shall be a non-voting member of the Board.

The Secretary shall be appointed for the full term of the Board at the first meeting of the Board's term.

Recording Secretary

The Board may appoint a person to serve as a Recording Secretary.

The Recording Secretary is responsible for:

- a) Recording minutes of the regular board meetings,
- b) Providing the draft minutes to the Secretary, and
- c) Providing support to the Secretary, as required, to ensure the timely distribution of Board agendas and supporting reports and enclosures.

The Recording Secretary shall be a non-voting member of the Board and shall report to the Secretary of the Board.

Treasurer to the Board

The Treasurer is responsible for all of the financial record-keeping of the Board.

The Board shall appoint a Treasurer who is responsible for:

- a) Recording of the monies received and disbursed accurately,
- b) Managing assets and liabilities, and all other accounting and financial transactions of the Board in accordance with accounting principles generally accepted for Ontario Libraries,
- c) Providing financial updates to the Board on a regular basis, and
- d) Establishing budget estimates in partnership with the CEO.

The Treasurer will act as an authorized signing officer of all documents pertaining to the financial business of the Board.

The Treasurer shall be a non-voting member of the Board.

History:		
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