Job Description

Position: Selwyn Public Library Board Member	Page: 1 of 3
Reports To: Township of Selwyn Municipal Council	Date: June 2026
This Job Description is: ___ New _x_Existing ___Revised	

Job Summary:

Public Library Boards are governing boards. They are legal corporations with the authority to make policy and to govern the Library's affairs under the *Public Libraries Act,* RSO 1990, c. P.44.

The Board's general responsibility is to provide comprehensive, effective, and efficient public library services that reflect the community's needs.

Who Can Apply

The person appointed to the Library Board must be:

- A Canadian citizen;
- At least 18 years old;
- A resident of Selwyn Township; and
- Not employed by the Library or the Municipality.
- Not work as regularly scheduled volunteers in the Library or its associated New-to-You stores

Essential Competencies & Qualifications

The essential core competences and qualifications for a Selwyn Public Library Board member are:

- **Strategic Thinker** – ability to see the big picture, focus on long-term outcomes, and contribute to setting organizational direction
- **Understands Governance and Accountability**- Understands the difference between governance and management, exercises sound judgement, and ensures accountability for performance and resources.

- **Effective collaborator and communicator** – Works effectively with fellow board members, engages in respectful dialogue, and contributes to collective decision making
- **Strong Community Awareness** – Understands community needs and champions the library's role as a vital public service

Desirable Competencies & Qualifications

In addition to the above, a board member should

- Passionate about the Library's mission and community impact
- Willing to champion the Library and its services
- Committed to continuous learning
- Intellectually curious,

Values

As a member of a Selwyn Public Library Board, one must act honestly and in good faith and in the best interests of the Library. This means that the interests of the Library take precedence over personal interests or those of any group with which the Board member is associated.

Board members are required to conduct themselves in accordance with the *Selwyn Public Library Board Members' Code of Conduct*, which states the Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. The Selwyn Public Library believes that it is the right of all employees, Board members, volunteers, and any person having a relationship with the Library to be treated with dignity and respect. The Library is committed to providing a working environment that promotes mutual respect, provides equal opportunities, and is free from harassment.

Responsibilities

The primary role of the Selwyn Public Library Board is to provide governance, while daily operations of the Library are managed by the CEO. Board roles are to:

- Guide the Library in a manner consistent with its vision, mission, and strategic direction;

- Make policy within the framework of government legislation and regulations;
- Establish the budget and provide oversight of Library finances;
- Monitor the overall effectiveness of the Library in meeting community needs;
- Evaluate progress on achieving strategic objectives,
- Set fees where allowed by the Public Libraries Act;
- Hire and evaluate a qualified Chief Executive Officer;

The Library Board has the authority to act collectively on behalf of the Library; individual Board members have no authority to act on their own.

Board Member Roles

Along with their governance, legal and fiscal roles, Library Board Members are expected to support and participate in community engagement by:

- Building community pride in the Library;
- Advocating the Library's essential role in the community;
- Maintaining an open dialogue with the community;
- Building and maintaining strong relationships with Municipal Council;
- Fostering relationships with community groups and leaders.
- Undertaking fund raising activity

An effective Board member keeps the Library's overall vision, mission and values in mind while assisting in the realization of the Library's strategic plan.

Time Commitment

The Library Board holds 7-10 regular monthly meetings a year with summer recess July-August. The time commitment includes: preparation time to read and consider reports and other information in the meeting package, and the meeting time of approximately 2 hours.

On occasion, Board members are also required to participate in public events including volunteer recognition and community events that promote the Library.

Board members may also elect to participate in "ad hoc" committees of the Board which are established to deal with specific matters such as the evaluation of the CEO or drafting policy, budget review, fundraising, or art display selection. A Board Chair is elected from among the Board members at the first meeting of the Board term and

serves for the duration of the 4-year term. A Vice-Chair is also elected and is appointed on an annual basis.

Compensation

Library Board Members are compensated for their attendance at Board meetings through an annual honorarium. In addition, they may be compensated for expenses when attending meetings/conferences on behalf of the Library.

Additional Information

Selwyn Public Library website – Board info link

The Ontario Library Board's Association (OLBA) has put together an excellent overview document called *Cut to the Chase* that outlines the role of public Library boards. http://www.accessola.org/web/Documents/OLA/Divisions/OLBA/Cut-to-the-Chase-ENG.pdf