Job Description

Position: Selwyn Public Library Board Member	Page: 1 of 3
Reports To: Township of Selwyn Municipal Council DRAFT	Date: Juene 2026~~anuary 2022~~
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~~A~~ Board's general responsibility~~duty~~ is to provide comprehensive, effective, and efficient public library service~~s~~ that reflect~~s~~ the community's needs ~~and builds community capacity~~.

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~~

~~Appointees to the Board shall not~~ work as regularly scheduled volunteers in the Library or its associated New-to-You stores ~~during their term, but may work as volunteers for fundraising or community outreach.~~

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

~~Conviction that the public library is essential and uniquely important to the life of our community;~~

- ~~Ability to seek and listen to input from all stakeholders;~~
- ~~Ability to approach people and problems with an open mind;~~
- ~~Ability to actively participate in discussion and deliberation to attain positive outcomes.~~

Desirable Competencies & Qualifications

In addition to the above, a board member should ~~based on the status of the current *Selwyn Public Library Strategic Plan* and the current/emerging economic environment, the Library requires a community member who brings *(this section is based on Board input provided in the final year of each Board term- please see Board Succession Policy 1.1.7 s 3):*~~

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

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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:

- ~~Set the vision, mission, and strategic direction for the Library and, using strategic planning techniques, determine a strategy map to get there;~~
- Guide the Library in a manner consistent with its vision, mission, and strategic direction ~~for the Library~~;
- Make policy within the framework of government legislation and regulations;
- ~~Oversee the Library's finances in accordance with public accounting principles and requirements and within municipal budget policy and procedures;~~
- Establish the budget and ~~P~~provide oversight of Library finances;
- Monitor the overall effectiveness of the Library in meeting community needs ~~in an efficient and inclusive manner~~;
- Evaluate progress on achieving ~~the~~ strategic objectives ~~plan, ;~~
- Set fees where allowed by the Public Libraries Act;
- Hire and evaluate a qualified Chief Executive Officer; ~~who is responsible for the implementation of the strategic plan and the management of the day-to-day delivery of public service and daily operations of the Library.~~

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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

~~***New Board members are required to be fully vaccinated against COVID-19, as a condition of appointment.***~~