

Madawaska Valley Public Library Policy Manual

Policy Type: Bylaws

Policy Number: BL-03

Policy Title: Terms of Reference of the Officers

Initial Approval Date: May 30, 2012

Last Review / Revision Date: January 29, 2014

Review Date: 2018

Objective

To outline the responsibilities of Board officers.

Scope

The Township of Madawaska Valley Public Library Board (the Board) elects and appoints officers. The officers must ensure the proper functioning of the Board and the proper conduct of board business in accordance with appropriate legislation and prescribed rules of procedure. The officers are the chairman, deputy chairman, secretary, treasurer and the Chief Executive Officer (CEO).

Section 1: Terms of Reference of the Chairman

1. In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44 s. 14(3), the board shall elect one of its members as chairman at its first meeting in a new term.
2. The term of office for the chairman of the Board shall be the term of the board, unless otherwise required.
3. The chairman will:
 - a) Preside at regular and special meetings of the Board
 - b) Set the agenda in consultation with the CEO
 - c) Ensure that business is dealt with expeditiously and help the Board work as a team
 - d) In accordance with the *Public Libraries Act*, s. 16(6), vote on all questions
 - e) Act as an authorized signing officer of all documents pertaining to Board business
 - f) Co-ordinate the CEO evaluation process
 - g) Share with the CEO the responsibility for conducting Board orientation
 - h) Co-ordinate the Board's evaluation process
 - i) Represent the Board, alone or with other Board members, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board
 - j) Not commit the Board to any course of action in the absence of the specific authority of the Board.

Section 2: Terms of Reference of the Deputy Chairman

1. The election of the deputy chairman shall take place at the first meeting in a new term.
2. The deputy chairman will be appointed acting chairman in the absence of the chairman.
3. In accordance with the *Public Libraries Act*, s. 14(4), the Board, in the absence of the chairman, may appoint an acting chairman.

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Section 3: Terms of Reference of the Secretary

1. The CEO of the Madawaska Valley Public Library serves as secretary of the Board, as permitted by the *Public Libraries Act*, s. 15(5).
2. The secretary acts as the record keeper to the Board. In the absence of the secretary, the Board may appoint one of its members as the acting secretary.
3. In accordance with the *Public Libraries Act*, s. 15(3), the secretary will:
 - a) Conduct the Board`s official correspondence
 - b) Keep minutes of every minute of the Board.
4. In addition, the secretary will:
 - a) Prepare the agenda prior to each Board meeting, in cooperation with the chairman
 - b) Distribute the agenda, with all required reports and enclosures, to all Board members prior to the relevant Board meeting
 - c) Distribute the minutes to all Board members not less than three (3) days prior to the next Board meeting.

Section 4: Terms of Reference of the Treasurer

1. The CEO of the Madawaska Valley Public Library serves as the treasurer to the Board, as allowed by the *Public Libraries Act*, s. 15(5).
2. The treasurer is responsible for all the financial record-keeping of the Board.
3. In accordance with the *Public Libraries Act*, s. 14(4), the treasurer will:
 - a) Receive and account for all the Board`s finances
 - b) Open an account or accounts in the name of the Board in a chartered bank, trust company or credit union 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.
4. The treasurer will act as an authorized signing officer of all documents pertaining to the financial business of the Board.
5. The treasurer will provide the Board with a report of all financial transactions and of the financial position of the library, monthly or as required.

Section 5: Terms of Reference of the Chief Executive Officer (CEO)

1. In accordance with the *Public Libraries Act*, s. 15(2), the Board appoints the CEO who shall attend all Board meetings.
2. The Board delegates the authority for management and operations of all library services to the CEO.
3. As an officer of the Board, the CEO:
 - a) Acts as the secretary/treasurer to the Board
 - b) Does not vote on Board business
 - c) Sits ex-officio on all Board committees and acts as a resource person

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- d) Assists and supports the Board at the presentation of the library budget before council
- e) Reports directly to the Board on affairs of the library and makes recommendations he/she considers necessary
- f) Interprets and communicates the Board's decisions to staff and volunteers.

Related Documents:

Public Libraries Act R.S.O. 1990 c. P44

Policy Number BL-02

Composition of the Board

Policy Number BL-05

Meetings of the Board