Policy Type: **Bylaw** Policy Number: BL - 03

Policy Title: **Terms of reference of the Officers** Policy Approval Date: November 15, 2010

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SEVERN TOWNSHIP PUBLIC LIBRARY

The Severn Township Public Library Board elects and appoints officers. The officers must ensure the proper functioning of the Board and the proper conduct of the Board business, in accordance with appropriate legislation and prescribed rules of procedure.

The officers are the Chair, the Vice-Chair, the Secretary, the Treasurer and the Chief Executive Officer (CEO). This bylaw outlines the responsibilities of these officers.

Section 1 : Terms of reference of the Chair

1. In accordance with the ***Public Libraries Act***, R.S.O. 1990, c P44 s.14 (3) a Board shall elect one of its members as Chair at its first meeting in a new term.
2. The term of office for the Chair of the Severn Township Public Library shall be one year.
3. Subsequent to the election, at the first meeting of the Board in the new term, the election of the Chair shall take place at the first meeting in each calendar year for the term of the Board.
4. The Chair may be re-elected.
5. The Chair leads the Board, acts as an official representative of the Library, ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with the appropriate legislation and prescribed rules of procedure adopted by the Board.
6. The Chair shall :
    a. Preside at regular and special meetings of the Board
    b. Ensure that business is dealt with expeditiously and help the Board work as a team
    c. In accordance with the ***Public Libraries Act***, s 16 (6), vote on all questions.
    d. Act as an authorized signing officer of all documents pertaining to Board business.
    e. Co-ordinate the CEO evaluation process
    f. Share with the CEO the responsibility for conducting board orientation.
    g. Co-ordinate the Board's evaluation process.
    h. Represent 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.
    i. 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 Vice-Chair

1. The election of Vice-Chair shall take place at the first meeting in each calendar year for the term of the board.
2. The Vice-Chair may be re-elected.

3. In accordance with the ***Public Libraries Act***, s.14 (4), the Board, in the absence of the Chair, may appoint an acting Chair.
4. The Vice-Chair will be appointed acting Chair in the absence of the Chair.

Section 3 : Terms of reference of the Secretary

1. The CEO of the Severn Township 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.
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 meeting of the Board
4. In addition, the Secretary will :
    a. Prepare the agenda prior to each Board meeting, in cooperation with the Chairperson.
    b. Distribute the agenda, with all reports and enclosures, to all Board members.
    c. Distribute the minutes to all Board members.

Section 4 : Terms of reference of the Treasurer

1. The Treasurer of the Township of Severn serves as Treasurer to the Board, as allowed by the ***Public Libraries Act***, s. 15 (5)
2. The Treasurer is responsible for all 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 money
    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. Disburse the money as the Board and CEO directs
4. In addition, the Treasurer will act as an authorized signing officer of all documents pertaining to the financial business of the Board.

Section 5 : Terms of reference of the Chief Executive Officer (CEO)
In accordance with the ***Public Libraries Act***, s. 15 (2), the Severn Township Public Library Board appoints the CEO, who shall attend all Board meetings.

1. The Board delegates the authority for management and operations of services to the CEO.
2. As an officer of the Board, the CEO will :
    a. Act as the Secretary to the Board
    b. Does not vote on Board business
    c. Sits ex-officio on all the committees of the Board and acts as a resource person
    d. Assists and supports the Board at the presentation of the Library budget before the council
    e. Reports directly to the Board on the affairs of the Library and makes recommendations he or she considers necessary
    f. Interprets and communicates the Board's decisions to the staff