

<b>Policy Type:</b>	GOVERNANCE PROCESS POLICY GP 10		
<b>Policy Title:</b>	Principles and Guidelines for Board Members		
<b>Last Updated:</b>	December 19, 2013	<b>Reviewed:</b>	Annually in November

**GENERAL FUNCTION OF THE BOARD:**

The Board establishes policies and appoints the Chief Executive Officer who may also be the Secretary of the Board, and who administers the Library under the guidance of these policies. The Board is in perpetual pursuit of “Ends” Statements that define community expectations and demands.

**TERM:** Concurrent with Council term.

**REMUNERATION:** None

**LIMITS:** Must be a Canadian citizen, 18 years of age or older.  
 Must be a resident of the City  
 May not be employed by the Board or by the City.

**TIME COMMITMENT REQUIRED:**

Prepare for and attend at least 10 meetings per year as specified in the Public Libraries Act.

Prepare for and attend special Board or Committee meetings which may be scheduled from time to time.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

- employ a competent and qualified Chief Executive Officer
- determine and adopt written policies to govern the Library
- determine the ‘Ends’ for the Library
- understand the Library programs and needs of the community in relation to the Library
- keep abreast of standards and trends in libraries
- be aware of local and other laws which affect libraries and play an active role in initiating and supporting beneficial Library legislation
- attend all Board and committee meetings as assigned. May attend outside meetings and workshops for Board members
- be an effective advocate for the Library in the community
- be prepared to interact with provincial library agencies if required.

*Continuation of Principles and Guidelines for Board Members:*

**DESIRABLE QUALIFICATIONS OF BOARD MEMBERS:**

- interest in the Library, the community and their inter-relationship
- readiness to dedicate time and effort
- knowledge of the community's social and economic condition
- aptitude for planning – both long and short range
- ability to work in a political environment

**RELEVANT EXPERIENCE FOR BOARD MEMBERS:**

- familiarity with Policy Governance ®
- previous service on volunteer boards or with community organizations
- demonstrated leadership
- board members should be prepared to apply their knowledge to the development of governance policies

**DISQUALIFICATION:**

**The Public Libraries Act, R.S.O. 1990, chapter P.44** lists the circumstances which would lead to the disqualification of a Board Member. Disqualification occurs if a Board Member:

- a) is convicted of an indictable offence;
- b) becomes incapacitated;
- c) is absent from three consecutive meetings of the Board without being authorized by a Board resolution;
- d) ceases to be qualified for membership under clause 10(i)(c) of the **Public Libraries Act, R.S.O. 1990, chapter P.44**, or;
- e) otherwise forfeits his or her seat.

If one or more of these conditions apply, “the member’s seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly”. (**Public Libraries Act, R.S.O. 1990, chapter P.44, section 13**)

**[ALBO (Association of Library Board of Ontario) is acknowledged for materials used in the compilation of these guidelines]**