

Carlow/Mayo Public Library

Policy Type: **Board Bylaws**

Policy Number: **BL-03**

Policy Title: **Terms of Reference of the Officers**

Policy Approval Date: January 21, 2019

Policy Review Date: January 2023

The Carlow/Mayo Public Library 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 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 Carlow/Mayo Public Library shall be the term of the board.
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 appropriate legislation and prescribed rules of procedure adopted by the board.
6. The chair 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 **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 members of the board, 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 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-chairperson 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 Carlow/Mayo 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 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 prior to the relevant board meeting
 - c) distribute the minutes to all board members not less than three days prior to the next board meeting

Section 4: Terms of Reference of the Treasurer

1. The CEO of the Carlow/Mayo Public Library serves as 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 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) 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. 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)

1. In accordance with the **Public Libraries Act**, s.15(2), the Carlow/Mayo Public Library Board appoints the CEO, who shall attend all board meetings.
2. The board delegates the authority for management and operations of 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 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

Related Documents:

Carlow/Mayo Public Library Board. **BL 02 - Composition of the Board**

Carlow/Mayo Public Library Board. **BL 05 - Meetings of the Board**

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

 Editor's Note:

The **Public Libraries Act**, s. 15(5) allows the Carlow/Mayo Public Library Board to combine the office of secretary, treasurer and CEO. A library does not have to follow this model. Instead, a board may choose to appoint different people to the office of secretary and/or treasurer. If these positions are to be assigned to individuals that are not appointed by the council as part of the appointments to the board, their terms of reference should include the length of the term, set out when the board makes the appointments, and should indicate that the officers are non-voting members of the board (because they have not been appointed by council).