



CASSELMAN PUBLIC LIBRARY



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Policy Title:	Terms of Reference of the Officers	Initial Policy Approval Date:	March 21 th , 2017
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The 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 Casselman Public Library shall be for the term of the library board.
3. In accordance with the **Public Libraries Act**, s. 14(4), the Board, in the absence of the Chair, may appoint an Acting-Chair. See Section 2: Terms of Reference of the Vice Chair.
4. The Chair leads the Library 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.
5. The Chair will:

- a) preside at regular and special meetings of the Library Board
- b) set the agenda in consultation with the CEO
- c) ensure that business is dealt with expeditiously and help the Library 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 Library Board's evaluation process
- i) represent the Library Board, alone or with other members of the Library Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Library Board
- j) not commit the Library Board to any course of action in the absence of the specific authority of the Library 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 library board.
2. The Vice-Chair may be re-elected.
3. The Vice-Chair will be Acting Chair for the duration of the absence of the Chair.

Section 3: Terms of Reference of the Secretary

1. The CEO of the Casselman Public Library may serve as Secretary to the Library Board, as permitted by the **Public Libraries Act**, s. 15(5).
2. The Secretary acts as the record-keeper to the Library Board. In the absence of the Secretary, the Library 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 Chair
 - 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 Casselman Public Library may serve as Treasurer to the Library Board, as allowed by the **Public Libraries Act**, s. 15(5).

2. The Treasurer shall monitor the financial activities of the Library and shall ensure that complete and accurate records are kept in accordance with generally accepted accounting practices.
3. In accordance with the **Public Libraries Act**, s. 14(4), the Treasurer will:
 - a) receive and account for all Library Board's money
 - b) open an account or accounts in the name of the Library Board in a chartered bank, trust company or credit union approved by the Board
 - c) deposit all money received on the Library Board's behalf to the credit of that account or accounts
 - d) disburse the money as the Library Board directs
4. The Treasurer will act as an authorized signing officer of all documents pertaining to the financial business of the Library Board.
5. The Treasurer will provide the Library Board with a report of all financial transactions and of the financial position of the Library, monthly or as otherwise required.

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

1. In accordance with the **Public Libraries Act**, s. 15(2), the Library Board appoints the CEO, who shall attend all Board meetings.
2. The Library Board delegates the authority for management and operations of services to the CEO.
3. As an officer of the Library Board, the CEO:
 - a) may act as the Secretary/Treasurer to the Library Board, in accordance with the **Public Libraries Act**, s. 15(5)
 - b) does not vote on Board business
 - c) sits ex-officio on all the committees of the Library Board and acts as a resource person
 - d) assists and supports the Library Board at the presentation of the Library budget before the Council
 - e) reports directly to the Library 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:

Casselman Public Library Board, BL-02 – Composition of the Board

Casselman Public Library Board, BL-05 – Meetings of the Board

Public Libraries Act, R.S.O. 1990, c. P 44.