Board Job Description

Legal References: *Public Libraries Act*, R.S.O. 1990

Policy References: Duties and Responsibilities of Individual Board members
Evaluation of the CEO

The *Public Libraries Act* provides for the provision of library services within municipalities. The West Perth Public Library Board is appointed by West Perth Municipal Council every four years, and is responsible for libraries within its jurisdiction. Legal accountability for Board decisions applies to the Board as a corporate entity rather than to individual members. Through policy, the Board delegates administrative authority and responsibility to the Chief Executive Officer (CEO), subject to the provisions and restrictions of the *Public Libraries Act and Regulations*.

The major areas of responsibility for the West Perth Public Library Board members are as follows:

1.0 Accountability to Patrons for Provision of Excellent Library Services

1.1 Promote a culture that supports excellent Library services;
1.2 Promote clear and consistent expectations to ensure that effective Library services are available for all Library patrons;
1.3 Make decisions that reflect the West Perth Public Library Board's strategic mission and values.

2.0 Accountability

2.1 Act in accordance with the *Public Libraries Act*, Regulations, and other statutory requirements;
2.2 Perform the functions of a member of the West Perth Public Library Board as required by provincial legislation, municipal policies and Board policies;
2.3 Provide advice to the Municipality of West Perth regarding implications of municipal decisions that impact the Library.

3.0 Accountability to the Community

3.1 Make decisions that reflect West Perth Public Library Board's mission, values and strategic plan;
3.2 Establish processes that provide the community with opportunities for input;
3.3 Ensure communications between West Perth Public Library Board, Municipality of West Perth Council, and partners of West Perth Public Library;
3.4 Model a culture that reflects the Duties and Responsibilities of Individual Board Members Policy (Policy GOV-02).

4.0 Policy Development, Implementation and Review

4.1 Develop policies that outline how West Perth Public Library Board will successfully function;
4.2 Approve policy statements that meet the criteria identified by the West Perth Public Library Board;
4.3 Regularly review policies to ensure that they reflect the desired impact and/or purpose.

5.0 Board / Chief Executive Officer Relations

5.1 Select the CEO;
5.2 Provide the CEO with a clear corporate direction;
5.3 Through policy, delegate administrative authority and responsibility to the CEO, subject to the provisions and restrictions of the *Public Libraries Act*, Regulations and other statutory requirements;
5.4 Evaluate the CEO in the first year of service and annually or biannually thereafter;
5.5 Use the CEO's job description and the successful implementation of the strategic plan as the basis for the evaluation;
5.6 Provide the CEO with an opportunity to meet alone with the Board in closed session at the CEO's request;
5.7 Promote a positive working relationship with the CEO.

6.0 Board Development

6.1 Annually review West Perth Public Library Board's effectiveness and performance;
6.2 Use the expertise of the CEO and other organizations to help develop and support the Board members' development.

7.0 Planning

7.1 Provide overall direction for West Perth Public Library;
7.2 Establish the strategic mission and values;
7.3 Annually use the strategic plan to drive the budget process;
7.4 Annually evaluate the effectiveness of West Perth Public Library Board in relation to the strategic mission and values of the Library;
7.5 Monitor the effectiveness of Library services.

8.0 Fiscal Responsibility

8.1 Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results;
8.2 Monitor the financial status of the Library based on reports from the CEO as directed.

9.0 Political Advocacy and Communication

9.1 Ensure that West Perth Public Library Board advocacy includes communication with West Perth Municipal Council and other applicable government organizations to identify, discuss, and find solutions to issues facing the Library;
9.2 Ensure that West Perth Public Library Board is communicating with the community and beyond;
9.3 Use advertising for the purposes of informing and educating the public, and to create awareness of Library programs, services, issues, events and community activities of specific interest or benefit to patrons of the Library.

10.0 Recognition

10.1 Ensure that West Perth Public Library Board develops mechanisms to recognize community members and volunteers.