

# Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual

**Section:**

**Number:**

**Governance**

A-9

**Title:**

Board - Chief Executive Officer Relationship

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**Adopted:** June 2016

**Reviewed:** May 15, 2019

**Revised:**

## Policy

### Board Role

The Burks Falls, Armour and Ryerson Union Public Library Board is responsible for:

1. developing and approving the vision, mission, values and strategic priorities of the library taking into account input from staff, patrons, community partners and program evaluation data;
2. approving a strategic plan which includes goals and objectives;
3. approving policies of the Board;
4. reviewing and approving capital and operating budgets;
5. ensuring that the assets of the library and any public funds are safeguarded and used with integrity;
6. listening and responding to the community's issues;
7. employing a qualified Chief Executive Officer
8. evaluating the qualified CEO's job description, performance objectives and compensation package on an annual basis in written form.

In general, the Board is responsible for organizational *governance* while management is responsible for organizational *operations*. Governance can be defined as the ultimate authority and accountability for the organization and involves setting policy and taking measures to ensure implementation.

### Delegation to CEO

The Board delegates to the CEO responsibility for implementing Board and operational policy including the mission, vision and strategic priorities for the library and for achieving desired outcomes. The CEO is authorized to make all decisions, take all actions and develop all activities, consistent with a reasonable interpretation of the library's policies and within the limits of delegated authority.

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### **Communication to the Board**

The CEO must keep the Board informed on a timely basis. Accordingly, s/he shall:

1. advise the Board of relevant external trends, anticipated negative media coverage, significant external and internal changes as related to the Burk's Falls Armour and Ryerson Union Public Library;
2. keep the Board informed of significant operational issues and program results;
3. submit the relevant monitoring data in a timely, accurate and understandable fashion, which include monthly financial statements and program information as appropriate;
4. report progress on strategic planning activities.

### **Executive Limitations**

The CEO shall not cause or knowingly allow any operational practices that are imprudent, unethical, illegal or violate Board policies.

For the following significant matters, the Executive Director will be expected to communicate with the chair and if necessary, at the discretion of the chair, the full Board:

1. significant legal, financial, human resource and patron related matters and other risks;
2. matters significantly affecting public perception of the library's reputation;
3. contradictions to Board policies or decisions.

### **Job Description and Qualifications of CEO**

The job description of the CEO will be reviewed, and updated as necessary, after each performance evaluation, so as to keep the job responsibilities current and forward-looking. Input would come from the Chair and the CEO.

If the recommended changes are substantive, the recommendations shall be brought to the Board for review, and if approved, the changes that may impact on the qualifications of the CEO will be addressed between the Board Chair and the CEO.

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In preparation for the hire of a CEO, the Board will review the current job description as part of a much broader discussion of the current environment in which the library is operating, the needs and challenges facing the library, and the kind of leadership required, before determining the qualifications of the CEO at that stage.

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