

**Policy Type:** Governance Process (GP)

**Policy No.:** GP 03

**Policy Title:** Board Job Description

**Date Originated:**

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## 1. POLICY STATEMENT

Specific job outputs of the Board, as an informed agent of the moral ownership, are those that ensure appropriate organizational performance.

Accordingly, the Board will provide:

## 2. POLICY ELEMENTS

1. **Authoritative linkage** between the operational organization and the ownership:

The Board will proactively communicate with its moral ownership for the purpose of being responsible owner-representatives and ultimately to best define the Ends that the organization should achieve. Specifically, the Board will communicate with its moral ownership for the following reasons:

- a. to listen and gather information regarding its values and what the future should be;
- b. to inform, to be accountable, to advocate and to educate;
- c. to build relationships to facilitate further communication; and,
- d. to share information with all Board members.

2. **Written governing policies** that realistically address the broadest level of all organizational decisions and situations:
  - a. Ends: Organizational impacts, products, effects, benefits, outcomes, recipients, beneficiaries, impacted groups and their relative worth in cost or priority. (*What good for what people at what cost?*)
  - b. Executive Limitations: Constraints on executive authority which establish the prudence and ethical boundaries within which all executive activity and decisions must take place.
  - c. Governance Process: Specify how the Board conceives, carries out and monitors its own tasks.
  - d. Board-CEO Delegation: Specify delegation of power and its proper use ; Define the CEO role, authority and accountability.
3. **Assurance of successful organizational performance** based on *Ends and Executive Limitations* by reviewing monitoring reports.
4. Foster excellence by actively building relationships with:
  - a. Municipal Council
  - b. The community at large
  - c. The Ontario public library community
5. Hire and regularly evaluate the Chief Executive Officer/Director of Public Libraries.
6. Monitor the impact of relevant legislation and policies and respond to the appropriate level of government as necessary.
7. Explore opportunities for partnerships with community organizations and other relevant groups.
8. Develop an ongoing Board education plan (including Board orientation) to ensure Board members have all the information needed to make informed decisions.