

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

**Policy No.:** GP 10

**Policy Title:** Principles and Guidelines for Board Members

**Date Originated:**

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## 1. POLICY STATEMENT

The Board establishes policies and appoints the Chief Executive Officer who may also be the Secretary and / or Treasurer of the Board, and who administers the Library under the guidance of these policies. The Board is in perpetual pursuit of “Ends” Statements that define community expectations and demands.

## 2. POLICY ELEMENTS

### 1. Principles & Guidelines

- a. **TERM:** Concurrent with Council term
- b. **REMUNERATION:** None
- c. **LIMITS:** Must be a Canadian citizen or a permanent resident of Canada within the meaning of the *Immigration and Refugee Protection Act*, 18 years of age or older; must be a resident of the City of Pickering; may not be employed by the Library or by the City.
- d. **TIME COMMITMENT REQUIRED:** Prepare for and attend meetings as specified in the *Public Libraries Act*, and prepare for and attend special Board or Committee meetings which may be scheduled.

### 2. Specific Duties and Responsibilities:

- a. Employ a competent and qualified Chief Executive Officer;
- b. Determine and adopt written policies to govern the Library;
- a. determine the ‘Ends’ for the Library;

- b. understand the Library services and the needs of the community in relation to the Library;
- c. keep abreast of standards and trends in public libraries;
- d. be aware of local and other laws which affect libraries and play an active role in initiating and supporting beneficial Library legislation;
- e. may be asked to attend outside meetings and workshops for Board members;
- f. be an effective advocate for the Library in the community; and,
- g. be prepared to interact with provincial library agencies if required.

3. Desirable Qualifications of Board Members:

- a. commitment to the Library, the community, and their inter-relationship
- b. readiness to dedicate time and effort.
- c. knowledge of the community's social and economic condition
- d. aptitude for planning – both long and short term
- e. ability to speak and act (in non-media settings) in support of Library issues.

4. Relevant Experience for Board Members:

- a. familiarity with Policy Governance ®
- b. previous service on volunteer boards or with community organizations
- c. demonstrated leadership skills
- d. ability to apply knowledge and experience to the development of governance policies

5. Disqualification:

- a. **The *Public Libraries Act*, R.S.O. 1990, chapter P.44** lists the circumstances that would lead to the disqualification of a Board Member. Disqualification occurs if a Board Member:
  - Is convicted of an indictable offence;
  - Becomes incapacitated;
  - Is absent from three consecutive meetings of the Board without being authorized by a Board motion;
  - Ceases to be qualified for membership under clause 10(i)(c) of the *Public Libraries Act*, R.S.O. 1990, chapter p.44; or,
  - Otherwise forfeits his or her seat.

- b. If one or more of these conditions apply, “the member’s seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly”. (*Public Libraries Act*, R.S.O. 1990, chapter P.44, section 13)