

# GOV 13 Delegation of Authority

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| <b>Policy Type:</b>  | Governance              | <b>Policy Number:</b>        | GOV 13           |
|                      |                         | <b>Policy Approval Date:</b> | Dec. 3, 2012     |
| <b>Policy Title:</b> | Delegation of Authority | <b>Policy Review Date:</b>   | December 7, 2023 |
|                      |                         | <b>Next Review Date:</b>     | December 2027    |

## 1.0 Overview

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This policy outlines the nature of the Board's relationship with the CEO.

In accordance with the *Public Libraries Act* the Board appoints a CEO who shall have general supervision over, and direction of, the operations of the Library and its staff.

In accordance with the *Public Libraries Act* the Board appoints a Secretary who shall conduct the Board official correspondence and ensure minutes are kept of every meeting of the Board.

In accordance with the *Public Libraries Act* the Board appoints a Treasurer who shall receive and account for all the Board money, open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board, deposit all money received on the Board's behalf to the credit of that account or accounts, and disburse the money as the Board directs.

The same person may be both the Secretary and the Treasurer, and the CEO will be the Secretary and will be the Treasurer.

## 2.0 Policy

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The CEO is the Board's primary link to the operation of the library. As such the Board directs the CEO through:

- decisions made at Board meetings, by majority vote;
- approved written policies;
- approved budgets and plans; and
- the CEO job description.

Only official decisions of the full Board are binding on the CEO. Decisions or instructions of individual Board members are not binding on the Library CEO.

The CEO will:

- take, or approve lawful actions in the name of the library;
- take actions consistent with the Board's mission, vision, values and policies;
- be responsible for the employment, management and performance evaluation of all staff employed by, or on contract with, the library;
- design, implement and manage all operational practices and activities; and
- be responsible for the duties of Secretary and Treasurer of the Board.