

# Town of Orangeville Council, Orangeville Public Library Board, Chief Executive Officer & General Manager, Community Services

## DRAFT - Roles and Key Responsibilities – Governing Bodies and Senior Staff

TOWN COUNCIL	LIBRARY BOARD	Chief Executive Officer	General Manager, Community Services
<b>(1) Governance/Policy Making</b>			
<p>Responsible for:</p> <ul style="list-style-type: none"> <li>1.1 appointing a Board every four years under clear criteria (eligibility requirements in the PLA)</li> <li>1.2 relaying identified community issues and needs</li> <li>1.3 providing initial notification and orientation materials to individuals selected to serve as members of the local board (library) and as such, Volunteers of the Town</li> <li>1.4 assisting Board with legal guidance</li> <li>1.5 developing support for the Library and the Library Board</li> </ul>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>1.1 determining vision, strategic direction, goals and measures of success</li> <li>1.2 setting annual objectives and evaluating performance against objectives</li> <li>1.3 participating in orientation</li> <li>1.4 determining policies to ensure efficient and effective library services</li> <li>1.5 approving appropriate governance policies</li> <li>1.6 adherence to legislated responsibilities and obligations including compliance with the PLA</li> <li>1.7 operating within the corporate requirements</li> </ul>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>1.1 developing purpose and goals</li> <li>1.2 proposing annual priorities</li> <li>1.3 reporting on progress</li> <li>1.4 collecting and providing community data</li> <li>1.5 providing library board orientation for new members and development for all members</li> <li>1.6 preparing and implementing policies</li> <li>1.7 maintaining current legal information</li> <li>1.8 maintaining operational links with the Town</li> <li>1.9 attending and recording all meetings</li> </ul>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>1.1 providing input on purpose and goals to ensure alliance with corporate department, Community Services</li> <li>1.2 providing input on annual priorities</li> <li>1.3 monitoring progress</li> <li>1.4 supplying information as required</li> </ul>

TOWN COUNCIL	LIBRARY BOARD	Chief Executive Officer	General Manager, Community Services
<b>(2) Community Relations/Services</b>			
<p>Responsible for:</p> <p>2.1 conveying community opportunities</p> <p>2.2 encouraging trustee activity</p> <p>2.3 seeking cooperative opportunities</p>	<p>Responsible for:</p> <p>2.1 cooperating with officials</p> <p>2.2 working collaboratively with other library boards in the area</p> <p>2.3 participating in library advocacy activities</p> <p>2.4 maintaining a working relationship with local social service organizations</p> <p>2.5 representing the library when appropriate, participating in community activities and events</p> <p>2.6 maintaining a working relationship with other local libraries and information providers</p>	<p>Responsible for:</p> <p>2.1 implementing programs to support goals</p> <p>2.2 identifying community contacts and developing partnerships</p> <p>2.3 providing information on trustee activities</p> <p>2.4 arranging opportunities for Board participation and activity at community events</p>	<p>Responsible for:</p> <p>2.1 maintaining an understanding of existing and proposed library policies</p> <p>2.2 identifying community opportunities/needs</p> <p>2.3 involving the Board in the business of the department (Community Services) as appropriate</p>
<b>(3) Finance</b>			
<p>Responsible for:</p> <p>3.1 giving financial direction</p> <p>3.2 keeping informed of library requirements</p> <p>3.3 communicating with the Board</p> <p>3.4 approving annual budgets</p>	<p>Responsible for:</p> <p>3.1 approving budget estimates and resource strategies</p> <p>3.2 adopting annual budgets and monitoring performance</p> <p>3.3 communicating with Council</p> <p>3.4 ensuring sound financial management remaining fiscally responsible with public resources</p>	<p>Responsible for:</p> <p>3.1 developing resource strategies</p> <p>3.2 presenting and implementing annual budgets and expenditure reports</p> <p>3.3 providing sound financial operations</p>	<p>Responsible for:</p> <p>3.1 supplying operational support in line with town administration</p> <p>3.2 providing direction for budgets and expenditures</p>

TOWN COUNCIL	LIBRARY BOARD	Chief Executive Officer	General Manager, Community Services
<b>(4) Personnel</b>			
<p>Responsible for:</p> <p>4.1 providing input on recruitment and retention of the Chief Executive Officer to the board</p> <p>4.2 enabling appropriate compensation</p> <p>4.3 enabling good working conditions</p> <p>4.4 enabling staff development</p>	<p>Responsible for:</p> <p>4.1 selecting, employing, and annually evaluating a Chief Executive Officer</p> <p>4.2 adopting Town policies on human resources and compensation</p> <p>4.3 ensuring agreeable working conditions</p> <p>4.4 continue investing in staff by providing for ongoing development and training</p>	<p>Responsible for:</p> <p>4.1 directing all staff</p> <p>4.2 working within and advising on Town policies regarding human resources</p> <p>4.3 providing data on compensation</p> <p>4.4 providing workplace amenities</p> <p>4.5 providing staff training and development plans</p>	<p>Responsible for:</p> <p>4.1 awareness of library staffing</p> <p>4.2 supporting funding needs</p> <p>4.3 supporting workplace needs</p> <p>4.4 supporting training needs</p> <p>4.5 serve as liaison to the town including responsibility for the CEO as a member of the Community Services Team including administrating the CEO details through the Town payroll system (Dayforce)</p>
<b>(5) Legal</b>			
<p>Responsible for:</p> <p>5.1 keeping aware of library legislation</p> <p>5.2 keeping aware of library operations</p> <p>5.3 maintaining a full Board</p>	<p>Responsible for:</p> <p>5.1 responding to proposed legislative changes</p> <p>5.2 ensuring complete and accurate records are kept</p> <p>5.3 reporting on library operations to Council</p> <p>5.4 maintaining full membership of the board</p> <p>5.5 providing policies to ensure adherence to legislation</p>	<p>Responsible for:</p> <p>5.1 interpreting legislative changes</p> <p>5.2 creating and retaining complete and accurate records</p> <p>5.3 ensuring the legal operations of the library</p>	<p>Responsible for:</p> <p>5.1 providing access to legal advice</p>