

009 - OPLB Roles and Responsibilities of the CEO

Overview

Chief Executive Officer / Secretary / Treasurer

In keeping with the *Public Libraries Act, RSO 1990, c.P.44 (the Act)*, it is the Ottawa Public Library Board's (the Board) responsibility to appoint a qualified Chief Executive Officer, a Secretary, and a Treasurer. The same person may be both the Secretary and the Treasurer, and the Chief Executive Officer appointed under subsection (2) may be the Secretary and may be the Treasurer.

CEO Role

The CEO has two fundamental roles: one is to act as the primary advisor to the Board; the other is to be the operational leader and manager of the OPL. The CEO is accountable for the full range of outcomes and results of the OPL, as well all decisions delegated by the Board under the Delegation of Authority Policy.

Responsibilities

As the primary advisor to the Board, the CEO's responsibilities include:

- Identifying and explaining the impact of new legislation and regulations;
- Identifying and recommending potential changes to the Board's Rules of Procedure By-law;
- Recommending policies, vision, mission, values, objectives, frameworks, and plans;
- Attending all board meetings;
- Recommending good governance practices and advising the Board regarding procedural and policy issues as may be appropriate;
- Facilitating the work and business of the Board;
- Informing the Board on all issues of substance/material impact;
- Developing and maintaining an effective working relationship with the Chair and Trustees;
- Working closely and cooperatively with the Chair and Trustees on all Board matters;
- Assisting the Board by organizing a Trustee orientation and ongoing education; and,

- Completing all duties as assigned, and reporting to the Board on issues related to being the secretary and/or treasurer.

As the Chief Executive Officer, the responsibilities include:

- Having the general supervision over and direction of the operations of the public OPL and its staff;
- Understanding and adhering to the *Public Libraries Act, RSO 1990, c.P.44 (the Act)*;
- Providing leadership to the organization and its employees;
- Implementing Board policies and directions;
- Planning, organizing, and directing the operations;
- Interpreting Board policy on the OPL's purpose, direction, and strategies;
- Selecting, managing compensation, setting objectives for, and assessing the performance of the senior management team;
- Adhering to the Delegation of Authority Policy;
- Developing and implementing a policy and process for delegating decision-making to staff as appropriate;
- Ensuring the proper stewardship of all financial affairs and resources;
- Developing and recommending major strategies, plans, and decisions;
- Developing and recommending objectives for, and reporting on the performance of the OPL;
- Ensuring that the OPL meets the community's needs, as well as its stated goals and City Council's budgetary directions;
- Developing and maintaining the adequacy of financial reporting and controls, and financial information systems;
- Implementing and enforcing ethical and behavioural guidelines, and monitoring adherence by OPL employees and customers;
- Developing, implementing, and managing a comprehensive risk management system;
- Working with the Board to develop, implement, and utilize a CEO performance management process;
- Being the public spokesperson for the OPL;
- Acting as a link between the OPL, the community, and City of Ottawa staff;
- Ensuring that CEP membership or duties in other bodies do not interfere with duties as the CEO, nor bring the OPL into disrepute nor place the CEO in a conflict of interest; and,
- Reporting regularly on the OPL's effectiveness to the Board.

Where the CEO is also the Treasurer, the responsibilities include:

- a) Keeping the financial accounts of the Library;
- b) Preparing and presenting quarterly reports of receipts and expenditures;
- c) Preparing the annual financial report and budgets for Board approval;
- d) Transmitting to the members of the Board copies of the annual report of the municipal auditor;
- e) Providing such other reports and information as may be required by the Board and the *Act*;
- f) Certifying to all accounts presented to the Board; and,
- g) Authorizing payment of accounts and salaries within the amount approved under the budget, or by resolution of the Board.

Where the CEO is also the Secretary, the responsibilities include:

- a) Notifying Members of the meetings of the Board;
- b) Keeping minutes of every meeting of the Board;
- c) Attending all board meetings as its Secretary; and
- d) Conducting the board's official correspondence.

Further to OPL Board's Procedure By-law, if the CEO delegates the Secretary and the Treasurer responsibilities to a designate, the CEO must inform the Board.

A list of CEO decision-making authority as delegated by the Board is contained in the Delegation of Authority policy (002-OPLB).

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