

009 - OPLB Roles and Responsibilities of the CEO

CEO Role

The CEO has two fundamental roles: one is to act as the primary advisor to the Ottawa Public Library Board (the Board); the other is to be the operational leader and manager of the library.

The CEO is accountable for the full range of operational outcomes and results of the library as well as all decisions delegated to him or her by the Board under the Delegation of Authority Policy.

CEO 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-laws;
- recommending policies, mission, values, goals, objectives, frameworks, and plans;
- 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;
- 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 new Trustee orientation and ongoing education; and,
- completing all duties as, and reporting to the Board on issues related to being the secretary and/or treasurer.

As the Chief Executive Officer, the CEO's responsibilities include:

- understanding and adhering to the Public Libraries 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 library'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 which defines the CEO's decision-making powers as delegated from the Board;
- 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 library;
- ensuring that the library 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 library 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 library;
- acting as a link between the library, the community, and City of Ottawa staff;
- ensuring that his or her membership or duties in other bodies will not interfere with duties as the CEO, nor bring the library into disrepute nor place him or her in a conflict of interest; and,
- reporting regularly on the library's effectiveness to the Board.

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

Effective Date:	Last Review Date:
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