



Chief Executive Officer Accountability & Authority Policy

Purpose

This policy defines the role of the Chief Executive Officer (CEO) and the relationship between the Library Board and the CEO.

Statement of Policy

In accordance with the Ontario Public Libraries Act section 15(2), the Library Board appoints a CEO who shall have general supervision over, and direction of, the operations of Burlington Public Library and its employees.

The CEO works collaboratively with the Library Board and the community to ensure that BPL fulfills its mission, vision, and values through strategic and operational leadership.

Roles and Responsibilities

Accountability

The Chief Executive Officer is the primary advisor to the BPL Board and as the Chief Executive Officer, is accountable to the BPL Board and manages the operation of the library.

Authority

The CEO has the authority to carry out the duties of the office within the framework of the bylaws, policies, plans, and budget approved by the BPL Board. In addition, the CEO has the authority to review, employ, discharge, and promote employees of the Library. The CEO may also enter into contracts, agreements, and grants on behalf of the Library, providing they are aligned with the overall policies and budget of the Library.

Responsibilities

The Chief Executive Officer fulfills the following areas of responsibility:

As the Primary Advisor to the BPL Board:

- recommends policies, mission, values, goals, objectives and plans
- informs the BPL Board on all issues of substance
- assists Board members by providing orientation to the organization
- recommends good governance practices
- keeps the Board informed of relevant developments in governance, issues and legislation
- ensures the Board is protected and advised with respect to liabilities
- provides reports and advice in a timely and complete manner
- facilitates the work and business of the BPL Board
- serves on Board Committees as appropriate

As Secretary-Treasurer of the BPL Board:

- providing and maintaining all records, agendas and minutes of meetings of the Board and its various Committees and Task Groups
- presenting draft budgets and regular financial reports to the Board for approval
- The Chief Executive Officer is a signing officer of the Board but is not a member of the Board

As the Chief Executive Officer:

- implements Board policy and directions
- articulates a vision for the progressive growth of the organization
- supervises and directs Library operations and Library staff;
- plans, organizes, directs and is accountable for the administration of the library with the objective of providing high quality library service to the City of Burlington
- establishes annual workplan consistent with the Board's strategic plan
- delegates to staff as appropriate
- exercises the stewardship of all financial matters and resources
- maintains a positive working relationship with various municipal, other funding bodies and key strategic community agencies and organizations to enhance the Library's services
- establishes a positive library profile in the Burlington community and in the library profession
- provides regular reports of the achievement of the strategic plan objectives, analysis of variances and recommendations for modifications
- provides leadership in strategic planning with the Board and key stakeholders
- represents the Library in the community and in the media



Performance Appraisal

As per the terms of the Burlington Public Library Board By-laws, the Library Board oversees the performance of the CEO and supports the CEO's development. As part of this process the Library Board and CEO engage in annual performance appraisal, planning and review, by the Board's CEO Appraisal Committee.

- Effective Date: November 1, 2024
- Projected Review Date: 2027
- Motion #/Date: #96-07, Jan. 1996; #99-24, May 20, 1999; #16-60, Jun. 16, 2016; #21-66, Nov. 25, 2021; #24-73, Oct. 24, 2024
- Amended Dates: January 1996; May 20, 1999; June 16, 2016; November 25, 2021; October 24, 2024
- Associated Documents:
 - Public Libraries Act, R.S.O. 1990, c. P.44
 - Burlington Public Library Board By-Laws