



Hastings Highlands Public Library

Area: Governance

Initial Policy Approval Date: January 22, 2013

Policy Title: Delegation of Authority to the CEO **Last Review:** February 28, 2020

Policy Number: GOV-13

Year of next review: 2024

In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 15(2), the board appoints a Chief Executive Officer (CEO) who shall have general supervision over, and direction of, the operations of the Hastings Highlands Public Library and its staff. This policy outlines the nature of the board's relationship with the CEO.

1. The CEO is the board's only link to the operation of the library. As such:
 - a) the board directs the CEO through:
 - i. decisions made at board meetings, by majority vote
 - ii. approved written policies
 - iii. approved budgets and plans
 - iv. the CEO job description
 - b) only official decisions of the full board are binding on the CEO
 - c) decisions or instructions of individual board members are not binding on the CEO
 - d) directions or instructions from any individuals outside the board are not binding on the CEO

2. The CEO will:
 - a) take, or approve lawful actions in the name of the library.
 - b) take actions consistent with the board's mission, vision, values and policies.
 - c) be responsible for the employment, management and performance evaluation of all staff employed by, or on contract with, the library.
 - d) design, implement and manage all operational practices and activities.

Related Documents:

Hastings Highlands Public Library. **Gov 09 - Evaluation of the Chief Executive Officer**