



SCUGOG MEMORIAL PUBLIC LIBRARY

| | | | |
|------------------------------|--------------------------|--------------------------|------------------|
| POLICY TYPE / NUMBER: | BOARD 'B02' | | |
| POLICY TITLE: | Board-CEO Linkage | | |
| AUTHORITY / CREATED: | Board | December 18, 2008 | Reviewed: |

POLICY STATEMENT:

This policy outlines the nature of the linkage between the Board and its Chief Executive Officer.

PRINCIPLES

1. The Board's sole official connection to the operational organization, its achievement, and conduct will be through a CEO, whose accountability is to the Township of Scugog Public Library Board.
2. Only decisions of the Board acting as a body are binding on the CEO.
 - a. Decisions or instructions of individual Board members, officers or committees are not binding on the CEO except in rare circumstances when the Board has specifically authorized such exercise of authority.
 - b. In the case of Board members or committees requesting information or assistance without Board authorization, the CEO can refuse such requests that require, in the CEO's opinion, a material amount of staff time or funds, or are disruptive.
3. The CEO is the Board's only link to operational achievement and conduct, so that authority and accountability of staff, as far as the Board is concerned, is considered to be the authority and accountability of the CEO.
 - a. The Board will never give instructions to persons who report directly or indirectly to the CEO.
 - b. The Board will refrain from evaluating, either formally or informally, any staff other than the CEO.
 - c. The CEO shall be accountable only to the Board and shall make no other commitments of accountability outside the Board without the authority of the Board.
 - d. The CEO shall use methods of collecting, reviewing, transmitting, or storing personal information about the Board that preserve the confidentiality of such information. The CEO shall divulge only Board members' names, photographs, and any authorized tag lines on the Library website and other promotional vehicles.

4. The Board will instruct the CEO through written policies that prescribe the organizational goals to be achieved, allowing the CEO to use any reasonable interpretation of these policies.
 - a. The Board will develop policies to address governance, financial viability, strategic planning, stakeholder relations, self-assessment and accountability, monitoring organizational quality and effectiveness indicators, and matters relating to its relationship with the CEO. These policies will be developed systematically from the broadest, most general level to more defined levels and will be called Board policies.
 - b. The Board will develop a policy that will limit the latitude the CEO may exercise in choosing the organizational means. This policy will be called the Executive Limitations policy.
 - c. As long as the CEO uses any reasonable interpretation of the Board's policies and the means are taken within the Library's Strategic Plan, values, Board Code of Conduct and approved budget, the CEO is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
 - d. The Board may change its policies, thereby shifting the boundary between Board and CEO domains. By so doing, the Board changes the latitude given to the CEO. But as long as any particular delegation is in place, the Board and its members will respect and support the CEO's choices.

5. The CEO shall ensure that the Board is informed and supported in its work, as outlined in Board Policy B03 – Executive Limitations: Section 11: Communication and Counsel to the Board.

Contact Person: Board Chair, Chief Executive Officer
Cross Manual Reference: Board B03 – Executive Limitations
Relevant Forms: N/A
Approval Date: December 18, 2008
Review Dates:
Revised Date:
Approved by: