



SCUGOG MEMORIAL PUBLIC LIBRARY

POLICY TYPE / NUMBER:	BOARD 'B19'		
POLICY TITLE:	'Board Recruitment and Succession Plan'		
AUTHORITY / CREATED:	Board	Sept. 13, 2018	Reviewed:

POLICY STATEMENT:

Scugog Memorial Public Library Board believes that it has a responsibility to ensure the continuity of the Library Board over time. Under the **Public Libraries Act, R.S.O. 1990**, Municipal Council appoints members to the Library Board. Therefore, the Library Board promotes and encourages Library Board membership to interested and qualified residents of the Township of Scugog.

REPRESENTATION:

In order to encourage membership, the Board will:

1. Proceed according to the **Public Libraries Act, R.S.O. 1990** and any applicable Township of Scugog by-laws governing appointments to local boards;
2. Work with Municipal Council and the Clerk's office in a collaborative fashion;
3. Consider the collective skills required of the Board to govern the Library effectively;
4. Allow for inclusive and diverse community representation.

PROCESS:

1. The Board approves a Board member recruitment brochure to be distributed to all library locations and sent to prospective Board members that lists duties, responsibilities and requirements of Board members.
2. All candidates make application through the Library using the Library Board application form.
3. The CEO and Board Chair review all completed applications using a matrix that looks at required skills and qualifications, and set up interviews with suitable candidates.
4. The CEO and Board Chair's recommendations are forwarded to the Municipal Clerk's office to be included with the applications when Council meets to make Council Committee and Board appointments.

Contact Person: Board Chair
Cross Manual Reference:
Relevant Forms:
Approval Date: September 20, 2018
Review Dates:
Revised Date:
Approved by: