

Board Succession Planning Policy

Board motion number: 46:22 June 14, 2022 Chair's signature: _____

An effective board is comprised of people who collectively have the knowledge, skills, and background necessary to govern with excellence and to lead the library in the realization of its vision. Municipal council appoints members to the library board, however, to assist the council and as advocates for the library; the board works to influence and shape appointments to the board. This policy sets out the requirements for recruiting board members and planning for board succession.

1. The library board recognizes that the ***Public Libraries Act***, R.S.O., c. P44, s.10(4) requires that the council appoint library board members. To support the appointment process, the library will collaborate with council on a preliminary selection process.
2. Within six months prior to the end of the current term, the board will:
 - a. Undertake a review of the board's effectiveness in governing and accomplishing the strategic plan
 - b. Solicit input from the Chief Executive Officer (CEO)
 - c. Match the board's needs with the expertise and interests of the current members and identify the gaps that will need to be filled
 - d. Develop a board members position description to highlight qualities and desired skills
 - e. Identify suitable candidates and solicit their willingness to serve
 - f. Inform the potential candidates of the imminent appointment process
 - g. Meet with council to discuss the needs of the library and provide council with a list of recommended candidates

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3. Potential candidates will be provided with briefing materials and information about library governance and services which may include:
 - a. Information about the library's vision, mission, and values
 - b. Information on the role, structure, code of conduct, and function of the library board
 - c. An introduction to the **Public Libraries Act**
 - d. A tour of the library
 - e. A copy of the current planning document
4. New board members will be given the succession document, historical information, and access and encouragement to review policies i.e. harassment, health and safety and codes of conduct and will be provided with training/orientation within two months of appointment.

Related documents: **Public Libraries Act**, R.S.O. 1990, c. P44