

# Duties and Responsibilities of Individual Board Members Policy

<b>Policy Number:</b>	<b>GOV-006</b>
<b>Policy Category:</b>	Board Manual
<b>Approved by:</b>	OPL Board
<b>Accountability:</b>	Chief Executive Officer
<b>Approval Date:</b>	January 19, 2023
<b>Effective date:</b>	January 20, 2023
<b>Next Review Date:</b>	2028
<b>Supersedes:</b>	June 27, 2013

## Purpose:

This policy sets out the duties and responsibilities of the Oakville Public Library (OPL)'s Board Members in the course of performing their function.

## Scope:

This policy applies to all current OPL Board members.

## Policy:

OPL board members will comply with duties and responsibilities described in the Ontario Public Libraries Act (<https://www.ontario.ca/laws/statute/90p44>).

In addition, board members are expected to become productive participants in exercising the duties of the Board. This includes:

At onboarding:

- Attend new Board Member training;
- Familiarise oneself with all OPL's Policies, and applicable bylaws;
- Introduce oneself to the CEO and the Board Secretary;

In advance of every Board Meeting:

- Avoid personal scheduling conflicts with Board Meetings, which are pre-scheduled well in advance to a set date/time of every month;
- Advise the Board Secretary in case of inability to attend any particular meeting(s);
- Carefully review all material submitted by staff;
- Prepare questions and comments to be brought forward;

During Board Meetings:

- Actively participate in discussions by bringing up questions, comments and opinions about topics in the agenda when discussions take place;
- Contribute with relevant life and professional experience;
- Show respect for the opinions of others;
- Feel comfortable to voice own opinions, even if they differ than that of others (including the Board Chair's), always doing so politely and respectfully;
- Recognize and respect the distinction in the roles of the board and the staff;
- Refrain from individually directing the Chief Executive Officer (CEO) or the staff without Board approval.

After Board Meetings:

- When minutes become available, confirming that they accurately describe the main aspects of discussions that took place and decisions made, and if not, bring any clarification questions for the following meeting.

Whenever possible:

- Agree to participate in Board activities beyond monthly meetings (e.g. subcommittees, Board development activities, public appearances);
- Be informed about OPL's activities and the community and issues that affect it;
- Visit one or more of the OPL's branches

At All Times:

- Uphold the OPL's mission, vision and values;
- Acknowledge, understand and abide by all Board Policies;

- Act as an ambassador of OPL by promoting its business in own social circles, sharing social media information posted by OPL staff and demonstrating pride to be a Board Member;
- If ever asked to speak publicly on behalf of the Board, present Board positions accurately and using “one voice” (i.e. support Board decisions even if they differ from own position).
- Never disclose confidential information or present personal opinions as if they were those of the Board;
- Recognize that outside of a Board meeting, Board Members have no authority to make decisions or take action pertaining to the OPL.
- Properly use and protect electronic devices and data shared by the OPL.