

Board Succession Planning Policy

Policy Type: **Governance**

Policy Number: **GOV – 04-01-14**

Policy Approval Date: **April 17, 2014**

Policy Review Date: **September 6, 2018**

Purpose:

An effective Library Board is comprised collectively of people who have the knowledge, the skills and background necessary to govern with excellence and to lead the Stormont, Dundas and County Library, hereafter known as ‘SDG Library’, in the realization of its vision. This Policy sets out the practices that will support the appointment of qualified Board members and planning for Board succession.

Guidelines:

1. The SDG Library Board recognizes that the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 10(4) requires that the Council of the United Counties of Stormont, Dundas and Glengarry appoint Library Board members. To support the appointment process, the Director of Library Services may make recommendations to the Lay Appointments Committee of the Council, based on criteria established in collaboration with the current Library Board.
2. The current Library Board shall:
 - a) undertake a review of the Board’s effectiveness in governing and accomplishing the SDG Library’s current planning document
 - b) solicit input from the Director of Library Services on the direction of operations
 - c) prepare a legacy document that outlines the Library Board’s successes and challenges, with recommendations for initial steps to be taken by the new Board
 - d) match the Board’s needs with the expertise and interests of the current members and identify the gaps that will need to be filled
 - e) establish the selection criteria for the appointing of Board members
 - f) inform potential candidates of the imminent appointment process
3. Newly appointed Board members shall be provided with an orientation session about library governance and services, which will include:
 - a) information on the SDG Library’s vision, mission, values, accomplishments and challenges
 - b) information on the role, structure, code of conduct and function of the Board
 - c) an introduction to the **Public Libraries Act**
 - d) an introduction to the bylaws and governance policies of the SDG Library
 - e) a tour of the Library
 - f) a copy of the current planning document

Related Documents:

Public Libraries Act, R.S.O. 1990, c. P44