

Chatham-Kent Public Library

Board Governance Policy

Succession Planning

Why

An effective library board is comprised collectively of people who have the knowledge, the skills and background necessary to govern with excellence and lead the Chatham-Kent Public Library in the realization of its vision and mission.

This policy sets out the practice that will support the appointment of qualified board members and planning for board succession.

The Chatham-Kent Public Library Board recognizes that the **Public Libraries Act, R.S.O. 1990, c.P44. s. 10(4)** requires that Municipal Council appoint Library Board members.

What

In order to encourage membership, the Board will:

1. Proceed according to the **Public Libraries Act, R.S.O. 1990** and any applicable Municipality of Chatham-Kent by-laws governing appointments to local boards;
2. Work with Municipal Council 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.

How

Since there is no provision in the **Public Libraries Act, R.S.O. 1990** for staggering terms of office, the board will make all possible effort to ensure that a minimum of 2 of the 7 community board members continue from one term to the next.

In keeping with the Municipal Procedural Bylaw no member will be appointed for more than two (2) consecutive terms unless there are no other qualified applicants available.

Six months prior to the end of the current term, the library board will:

- a. undertake a review of the boards effectiveness in governing and accomplishing the strategic plan
- b. solicit input from the CEO/Chief Librarian
- 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. develop a board member's position description to highlight qualities and desired skills

- f. identify suitable candidates of the imminent appointment process
- g. meet with council to discuss needs of the library and provide the council with a list of recommended candidates

Recruitment Process:

1. The board approves a board member recruitment brochure to be distributed to all library locations and mailed to prospective Board members that lists duties, responsibilities and requirements of board members.
2. All candidates make application through the Municipal Clerk's office using the Volunteer Profile application form.
3. The Municipal Clerk's office sends all completed applications to the Board for review.
4. The board reviews the applications using a matrix that looks at required skills and qualifications.
5. The board'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.

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Background Documents:

For more information or alternative formats of this document, please email cklibrary@chatham-kent.ca.