



Bibliothèque publique de
Clarence-Rockland
Public Library

Policy Type:	Governance	
Policy Title:	Duties and Responsibilities of Individual Board members	Policy Approval: 2019-05-14
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The Library Board expects its members to understand the extent of their authority and to use it appropriately. This policy sets out the obligations of individual Board members. While an individual Board member has a number of responsibilities, outside of a meeting of the Library Board, he or she has no authority to make decisions.

1. Each Board member is expected to become a productive participant in exercising the duties of the Board as a whole.
2. Individual members of the Library Board are responsible for exercising a Duty of Diligence as follows:
 - a. be informed of legislation under which the Library exists, Board bylaws, mission, vision and values;
 - b. be informed about the activities of the Library and the community and issues that affect the Library;
 - c. contribute from personal and professional experience;
 - d. be prepared for all meetings and use meeting time productively; and
 - e. attend Board meetings regularly in accordance with the **Public Library Act R.S.O., 1990 c.P.144. s 13 (c)**.
3. Individual members of the Library Board are responsible for exercising a Duty of Loyalty, as follows:
 - a. adhere to the regulations of the **Municipal Conflict of Interest Act. R.S.O. 1990, c M50**;
 - b. act in the interest of the Library users and all community members, over and above other interest group involvement, membership on other boards, council or personal interest;
 - c. speak with one voice once a decision is reached and a resolution is passed by the Library Board; and
 - d. represent the Library positively to the community.
4. Individual members of the Library Board are responsible for exercising a Duty of Care, as follows:

- a. promote a high level of library service;
- b. consider all the facts gathered in preparation for decision making;
- c. assume no authority to make decision outside of Board meeting;
- d. offer personal perspective and opinions on issues that are subject to Library Board discussion and decisions;
- e. know and respect the distinction in the role of the Library Board with regard to governance, the employees, management and operations;
- f. show respect of opinions of others;
- g. refrain from individually directing the Chief Executive Officer (CEO) and the employees;
- h. respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information; and
- i. resist censorship of library materials by groups or individuals.

Related Documents:

Municipal Conflict of Interest Act, R.S. O. 1990, c M50

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

Clarence-Rockland Public Library. **BL-04 – Powers and Duties of the Board**

Clarence-Rockland Public Library. **GOV-01 – Purpose of the Board**