



Delegation of Authority

Legal References: Public Libraries Act, R.S.O. 1990

Policy References: LB 03 Board Job Description
LB 04 CEO Job Description

1.0 Statement of Delegation

- 1.1. The Stratford Public Library Board delegates to the Chief Executive Officer (CEO) the right to do any act or thing or exercise any power that the Board may or is required to do or exercise, except any matter which deals with the governance of the Board or which, in accordance with relevant legislation, cannot be delegated.
- 1.2. Further, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval in accordance with Board policies. The Board requires that any new initiatives must be initially brought to the board for discussion and determination of decision-making authority.

2.0 Areas of Authority

- 2.1. The Board delegates to the CEO the authority to develop operating procedures in the following major categories:
 - 2.1.1. **General Administration:** General operating procedures deal with system planning matters that affect the whole organization, issues that affect both employees and customers, and the community.
 - 2.1.2. **Customers/Patrons:** These operating procedures deal with all customer matters. Some examples are use of the internet, customer code of conduct, and emergency plans.
 - 2.1.3. **Personnel and Staff Relations:** These human resources operating procedures deal with any matters related to staff members or volunteers.

Procedures describe such issues as hiring of staff, staff records, health and safety, benefits and assistance, professional development, performance appraisal, and recognition.

- 2.1.4. **Business Administration:** Business administration procedures relate to the management and maintenance of finance, facilities, and information services.

3.0 Accountability

- 3.1. Within Board Policy 04 CEO Job Description, the Chief Executive Officer leads, executes and monitors activities on behalf of the Stratford Public Library Board.
- 3.2. The Board holds the Chief Executive Officer responsible through its performance appraisal process.