

# Madawaska Valley Public Library Policy Manual

**Policy Type: Governance**

**Policy Number: GOV-12**

**Policy Title: Succession Planning**

**Initial Approval Date: June 2012**

**Last Review/Revision Date: 2016**

**Review Date: 2020**

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## Objective

To establish the requirements for recruiting members for the Township of Madawaska Valley Public Library Board (the Board), and planning for Board succession.

## Scope

An effective Board is comprised of individuals who collectively have the knowledge, the skills and background necessary to govern with excellence and to lead the library in the realization of its vision. Municipal council appoints members to the Board, however to assist the council and as advocates for the library, the Board works to influence and shape appointments to the Board.

1. The Board recognizes that the *Public Libraries Act*, R.S.O. 1990, c. P44, s. 10(4) requires that the municipal council appoint Board members. To support the appointment process, the Board will collaborate with council on a preliminary selection process.
2. Six months prior to the end of the current term, the Board will:
  - a) Undertake a review of the Board's effectiveness in governing and accomplishing the strategic plan
  - b) Solicit input from the Chief Executive Officer (CEO)
  - c) Match the Board's needs with the expertise and interests of the current members and identify the gaps that will need to be filled
  - d) Develop a Board member's position description to highlight qualities and desired skills
  - e) Identify suitable candidates and solicit their willingness to serve
  - f) Inform the potential 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.
3. Potential candidates will be provided with briefing materials and information about library governance and services, which may include but not be limited to:
  - a) Information on the library's vision, mission and values
  - b) Information on the role, structure, code of conduct and function of the Board
  - c) An introduction to the *Public Libraries Act*
  - d) A tour of the library, if necessary
  - e) A copy of the current planning document.

## Related Documents:

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