

A4

Lincoln Public Library Board

POLICY MANUAL

SECTION: BOARD BY-LAWS

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TOPIC: Terms of Reference for the Chair of the Board

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1. Statement of Chair's Function

The primary role of the Chair of the Board is to ensure proper functioning of the Board and conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure.

2. Chair's Responsibilities

The Chair of the Lincoln Public Library Board shall be responsible for:

- i. Presiding at regular and special meetings of the Board in the manner and to the extent prescribed by the Board.
- ii. Conducting Board meetings in accordance with the *Ontario Public Libraries Act* and other relevant legislation, and with the rules of procedure adopted by the Board.
- iii. Following policies and procedures as authorized by the Board.
- iv. Serving as an ex-officio member of all Board committees.
- v. Acting as one of the authorized signing officers of all documents pertaining to Board business.
- vi. Representing the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board.
- vii. Determining the responsibility of committees to deal with matters where it is unclear as to which committee has responsibility, subject to eventual confirmation by the Board.
- viii. Ensuring that vacancies on Board committees are filled as expeditiously as possible.
- ix. Advising the Vice-Chair, if for any reason the Chair is temporarily unable to perform these functions.

x. Any other duties as may be from time to time assigned by the Board.

3. Term of Office

The Chair shall be elected each year at the regular meeting of the Board in January.