



Section of Policy Manual: Governance	Policy No. : GOV-04
Subject: Succession Planning	Policy Approval Date: October 13, 2016
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An effective board is comprised of people 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 library board, however to assist the council and as advocates for the library, the library board works to influence and shape appointments to the board. This policy sets out the requirements for recruiting board members and planning for board succession.

1. The library board recognizes that the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 10(4) requires that the council appoint library board members. To support the appointment process, the library board will collaborate with council on a preliminary selection process.

2. Six months prior to the end of the current term, the library 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)/Chief Librarian
 - 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:
 - a) information on the library's vision, mission and values
 - b) information on the role, structure, code of conduct and function of the library board
 - c) an introduction to the **Public Libraries Act**
 - d) a tour of the library
 - e) a copy of the current strategic planning document
4. In the event a Board member resigns from their position prior to the end of the current term the same steps in the process will be followed.