



∴ ontario library association

Governance Policies and Procedures

Policy Name: OLA President	
Policy Number: G 3.1	Policy Type: Board Officer's Roles and Accountability
Approval Date: September 18 2015	Date for Review: Every 3 Years

INTRODUCTION:

[In conjunction with By-Law 1, Para. 9]

GENERAL

The President is the senior volunteer leader of the Ontario Library Association (OLA) and serves at the order of the Board and Membership. The President has general supervision of all business and affairs of OLA and gives direction and forward movement to the formulation and achievement of OLA's philosophy, mission, strategy and goals. The President assures that OLA is making timely progress toward the fulfillment of its strategic plan.

The President is the Chair of the Board of Directors and the Executive Committee and ensures that the Board fulfills its responsibilities for the governance of OLA and implementation of its policies and procedures. The President is the main liaison between the Board and the Executive Director (ED) and works in partnership with the ED to help the ED achieve the mission of OLA.

The President provides leadership to the Board of Directors and ensures the Board is fully aware of its responsibilities, complies with applicable laws and bylaws, and conducts its business effectively by performing fiduciary, strategic and policy responsibilities.

TERM OF OFFICE

The President serves a one-year term, preceded by a one-year term as Vice-President, and upon completion, automatically assumes the office of Past President for a one-year term.

PROCEDURES:

RESPONSIBILITIES

The President will perform the following duties and responsibilities in addition to those duties, relationships, requirements and expectations delineated in the roles and responsibilities for the Board of Directors and Board Members

- **Meetings:** The President presides over Board meetings and, working with the Executive Director, develops the agenda and prepares meeting materials.
 - The President, in the role as the Chair, facilitates discussion between participants throughout the Board meetings.
 - The President holds the deciding vote only in instances of a tied vote
- **Board Affairs:** The President ensures that the business and affairs of OLA are handled properly;
 - The President ensures that the Board follows a governance role, and Board's activities are focussed upon the mission of OLA while ensuring the accomplishment of OLA's strategic goals and objectives.
- **Board Development:** The President ensures that:
 - An orientation plan is in place for new Board Members;
 - Processes are in place for ongoing Board training and development;
 - Processes are in place for the evaluation of the Board and individual Board Members; and
 - The President-Elect is informed and mentored for the responsibilities of the presidency.
- **Signing Officer:** As designated in the By-laws, the President is a signing officer on behalf of OLA. This may include contracts, minutes, by-laws or other documents, and co-signing cheques.
- **Communication:** In coordination with the Executive Director, the President ensures that between meetings, the Board is apprised of any information, activities and operations, matters of concern, or emerging issues.
 - The President/Executive Director communicates with the media and the community on behalf of OLA and represents OLA within the greater library community, government and public agencies, funders or donors.
 - Whenever possible, the President attends OLA sponsored functions.
 - The President fosters effective communication with OLA Membership, Divisions, stakeholders and committees of the Board.
 - The President chairs the Annual General Meeting of the Membership and prepares a written report on OLA's activities during the year over which they presided. The AGM usually takes place in the year following the President's term of office.
- **Committees of the Board:** As established in the by-laws, the President is an ex-officio member of all committees, with the exception of the Elections and Nomination Committee, task forces or action groups and Divisional Councils.
 - The President may recommend the establishment of a committee to the Board.
 - The President shall call meetings of the Executive Committee when necessary and ensures that the Board, at its next meeting, ratifies any decision(s) made by the Committee.

- **Board/Executive Director Relationship:** The President is the primary liaison between the Board and the ED, maintaining an independent perspective to best represent the interests of OLA and its Divisional Councils.
 - The President ensures the board has a succession plan in place for the ED position.
 - The President ensures there is an annual work/performance management plan.
 - The President initiates the board’s annual performance review of the ED.
 - The President and the Executive Committee negotiates the ED’s compensation and benefit package, submits their recommendation to the Board of Directors for approval, and conveys the Board’s decision to the ED.

- **Annual Conference:** The President will select the theme of the conference, participate in its planning and perform duties as required.

Other Duties: The President will perform any other duties as assigned from time to time, by the Board of Directors of Ontario Library Association.

TIME COMMITMENTS

Flexibility is required however the following generally occur within the annual cycle.

Board Meetings , 4 Board Meetings/Year	4 Days
Preparation , Agenda, Reports	2 Days
Annual General Meeting	1 Day
Award/Special Board Committee Meetings	2 Days
OLA Super Conference	4 Days
OLA Super Conference Planning Meetings	3– 5 Meetings
The Partnership Meeting	3 Days

Recommended but Optional:

Council Meetings Approximately 15 – 20 full day meetings
Attendance at one each per year is suggested.

OLA Events	
Forest of Reading, Festival of Trees	2 Days
Annual Institute on the Library as Place	2 Days
Advocacy Event	1 Day
Conference (e.g. CLA)	2 Days