



∴ ontario library association

## Governance Policies and Procedures

<b>Policy Name: Delegation of Authority</b>	
<b>Policy Number: G 2.4</b>	<b>Policy Type: Role of the Board</b>
<b>Approval Date: November 2015</b>	<b>Date for Review: Every 3 Years</b>

### **INTRODUCTION:**

The legal responsibility for all matters pertaining to the ownership, operations, policies and practices of the Association rests with the Board of Directors of the Association. The Board is responsible for providing diligent oversight to ensure that the organization's financial condition is sound, that it has sufficient resources to accomplish its mission, and that it can effectively carry out its responsibilities as defined in Charter and Bylaws.

In accordance with Ontario Library Association Bylaw #1, the OLA Board appoints an Executive Director (ED), who shall have general supervision over, and direction of, the operations of the Association and its employees. The Board is committed to ensuring effective delegation to the ED to foster consistent good business practices and governance. Documenting allows the Board to assert appropriate levels of control over the risks associated with its delegation and is an important safeguard for the Executive Director. It requires the Board to clarify its expectations and 'speak with one voice'.

The Board of Directors supports the principle of empowerment: that governance and management are more effective and efficient when they are separated. The Board is responsible for governance and delegates to the ED the authority necessary for the implementation of policies and operational management. This policy outlines the nature of the board's relationship with the ED.

### **PURPOSE:**

The purpose of this policy is to document the Board of Directors' delegation of authority to the Executive Director for the operation of the Ontario Library Association. This policy is intended to support an effective system of administration that satisfies organizational and managerial requirements for sound financial stewardship, accountability and control.

A clear delegation of authority will:

- assign clear authorities and accountabilities, thereby ensuring that decisions made and actions taken are by the appropriate levels;
- create a sound internal control environment;
- facilitate efficient decision making;
- maintain fiscal integrity; and

- ensure that transactions are executed as intended and in accordance with applicable law, regulations, and Association policy.

## **PROCEDURES:**

### **Definitions**

The “Board” refers to the Board of Directors of the Ontario Library Association.

“Authority” is defined as the power and right of a person to use and allocate the resources efficiently, to take decisions and to give direction so as to achieve the organizational objectives.

### **Policy Statements**

The ED is responsible for directing and overseeing the effective management of OLA within the authority delegated to the ED by the Board and in accordance with Board policy and official decisions made by the board. The ED will work in accordance with any executive limitations defined in this and other Board policies.

The ED will ensure that Board policies are implemented and monitored. The ED is authorized to review policies and make recommendations to the Board for needed updates and amendments, and to develop new policies for Board approval.

The Executive Director is hereby delegated the authority to: make decisions, implement and manage all operational practices and activities which are within the scope of the Board’s mission, vision, policies, budgets, strategic plan and subject to the Executive Director Responsibilities policy.

In order to facilitate optimum operational effectiveness, the Board recognizes that the ED exercises authority over and accountability of employees and OLA services and operations. Accordingly, the ED is authorized to establish all guidelines, make all decisions, take all actions and develop all activities, which are true to the Board’s mission, vision and policies.

The Executive Director must not take, allow or approve any action or circumstance in the name of Ontario Library Association that:

- is in breach of the law,
- is imprudent, i.e. lacking discretion, wisdom, or good judgment,
- which contravenes any organization specific or commonly held business or professional practices or ethics, or
- is in breach of generally accepted accounting principles.

The board’s only official connection to the operating organization, its achievement and conduct will be through the Executive Director. Decisions or instructions of individual board members or committees requesting information or assistance without board authorization that require staff time or resources can be refused by the ED or referred to the Board by the ED.

The Executive Director is responsible for the employment, management and performance evaluation of all association employees. Neither the Board nor Directors of the Board shall give instructions or make requests of employees in any matters relating to their work. The Board will not evaluate, either formally or informally, any employees other than the ED.

Temporary delegation of the above authority given to the Executive Director by the Board to a designated employee is permitted during the temporary absence of the ED. This shall be documented in writing.

**Policy Development History**

Original Approval Date

Review and Approval Dates