



∴ ontario library association

Governance Policies and Procedures

Policy Name: Executive Limitations	
Policy Number: G 2.5	Policy Type: Role of the Board
Approval Date: November 2015	Date for Review: Every 3 Years

INTRODUCTION:

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. Two related Board policies define the authority, scope of action and limitations of the ED: *Delegation of Authority* and *Executive Limitations*.

PURPOSE:

The OLA Board's Delegation of Authority Policy documents the Board of Directors' delegation of authority to the Executive Director for the operation of the Ontario Library Association. The purpose of the Executive Limitations policy is to define the scope of action and parameters within which the ED can operate. Executive Limitations are based on Board values, not on the trustworthiness of the incumbent ED.

Definitions

The "Board" refers to the Board of Directors of the Ontario Library Association.
"Assets" means property assets that include all tangible capital assets, e.g. collections, furniture, equipment, technological infrastructure and electronic assets and financial assets of the OLA Board.

Policy Statements

It is the policy of the Ontario Library Association that the Executive Director is required to act according to the highest ethical, professional and legal standards, in all respects and at all times.

This policy defines the latitude that the ED may exercise in choosing organizational means and describes those practices, activities, decisions and circumstances that are required or those that would be unacceptable to the Board. The Board will not prescribe organizational means delegated to the ED in the Delegation of Authority Policy. Therefore all means are considered pre-approved by the Board unless explicitly prohibited in this policy.

In accordance with this and the Delegation of Authority Policy, the Board and its members will respect and support the Executive Director's decisions.

The Executive Director shall ensure that:

- the physical and financial assets of the organization are protected, adequately maintained and not risked;
- financial planning and budgeting shall take into account the short and long-term financial health of the organization;
- the financial condition remains sound and in accordance with the Board's policies, generally accepted accounting principles and other established requirements;
- the Board is always informed about all significant matters related to the achievement of the Board's policies and Strategic Plan and any issues arising in a timely, complete and accurate manner;
- there is a succession plan in place to ensure leadership continuity and the effective operation of OLA in the absence of the services of the incumbent ED;
- OLA provides a mutually respectful, safe workplace free of harassment and workplace violence for all employees and volunteers and that he/she not cause or allow conditions that are unfair, undignified or unsafe or in violation of any human rights and employment legislation;
- all matters of employment, compensation and benefits are fair and fiscally responsible and in a manner consistent with OLA's values;
- all interactions with OLA's members and those applying to be members are constructive, respectful and positive and that personal information is protected; and
- OLA's reputation and image are protected with respect to communications, advertising and endorsements.

Related Policy

OLA Finance Policy and Procedures

Policy Development History

Original Approval Date: November 2015

Review and Approval Dates