



∴ ontario library association

## Governance Policies and Procedures

<b>Policy Name: OLA Executive</b>	
<b>Policy Number: G 3.2</b>	<b>Policy Type: Board Officer's Roles and Accountability</b>
<b>Approval Date: November 2015</b>	<b>Date for Review: Every 3 Years</b>

### INTRODUCTION:

#### **GENERAL**

##### **Composition**

Subject to governing legislation as applicable, and the By-Laws and Articles of the Association, the Executive Committee of the Ontario Library Association may be composed of the Executive Officers of the Board: namely the President, Vice President, Past President, Treasurer and Secretary. The President shall be the Chair of the Executive Committee and may only vote in the case of a tie.

##### **Powers**

Subject to the By-Laws and Articles of the Association, during intervals between the meetings of the Board, the Executive Committee shall possess and may exercise all powers of the Board in the management and direction of the affairs and business of the Association in such a manner as the Executive Committee deems to be in the best interest of the Association.

##### **Procedures**

The Executive Committee shall have the power to fix its quorum at not less than a majority of its members and may fix its own rules of procedure, subject to quorum and any other Board regulations. The Executive Committee shall keep minutes of its meetings recording all actions taken by it, and a summary of the meeting shall be submitted to the Board at its meeting immediately following that of the Executive Committee.

##### **Quorum**

The quorum of the meeting of the Executive Committee shall be determined in accordance with the procedures outline in this document. No business may be transacted by the Executive Committee except at a meeting of its members at which a quorum of the Executive Committee is present.

## **PROCEDURES:**

### **PRESIDENT (Refer to OLA Roles and Responsibilities: OLA President for complete details.)**

Acting as the chief elected officer of the Association and the chairperson of the Board of Directors, the President of OLA is responsible for the provision of leadership and direction to Board of Directors and the Executive Director. The President shall ensure the effective action of the board in governing and supporting the organization; oversee board affairs; represents the association in the community and speaks on behalf of the board.

### **VICE PRESIDENT/PRESIDENT ELECT (Refer to OLA Roles and Responsibilities: OLA Vice-President for complete details.)**

Working closely with the President, the Vice President/President Elect is encouraged to take a leadership role in the implementation of the strategic plan and shall:

- **Generally:** Act as the President in his/her absence; assist the President on the above or other specified duties such as Super Conference hosting. Attend Council meetings when possible as orientation to divisions and their issues.
- **With the Community:** represent the Association at the request of the President, participate in The Partnership meetings.
- **Additional Responsibilities:** Chair the Scholarship and Awards Committee and/or the Election and Nominations Committee; in addition to any other duties specifically assigned by the Board.

### **PAST PRESIDENT**

Working closely with the President and Vice President, the Past President, as the longest serving member of the Executive Committee, has the primary responsibility to provide the Executive Committee and the Board, any and all corporate knowledge required to ensure that decisions are based upon sound and complete information. The Past President/President Elect shall:

- **Generally:** Provide advice to the President and Executive Director as needed.
- **Special Responsibilities:** Serve on committees and/or task forces as assigned by the President and/or Board.

### **TREASURER**

The Treasurer position is a two-year term and is responsible for the Association's funds and securities and shall account to the Executive Committee, the Board of Directors and Members of the Association for all financial transactions of the Association. The Treasurer shall:

- **Generally:** Manage the board's review of, and action related to, the board's financial responsibilities. Work through the Executive Director and directly with the Manager of Operations or other staff, in developing and implementing financial procedures and systems.
- **Reports:** Ensure that appropriate financial reports are made available to the board. Regularly report to the board on key financial events, trends, concerns, and assessment of fiscal health.
- **Committees:** Chair the Finance Committee and the Audit Committee and prepares agendas for their meetings.
- **Auditor:** Recommend to the board and Membership, the selection of an auditor. Work with the auditor and the Audit Committee the Finance and/or Audit Committees; present the annual audited financial report to the Membership at the Annual General Meeting.
- **Cash Management and Investments:** Ensure, through the Finance Committee, the sound management and maximization of cash and investments.