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:. ontario library boards' association

# O L B A Handbook

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# FOREWORD

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Welcome to the Ontario Library Boards' Association Council. OLBA is one of the six Divisions within Ontario Library Association and is a leader and recognized authority for public library governance and community leadership development.

This Manual is designed to assist you with the rather steep learning curve you are about to experience. Please don't be daunted; your fellow Councillors are most willing to help, answer any questions, and assist you to become an effective member of OLBA Council. This Orientation Manual is also designed to provide an overview of the structure of OLA and OLBA, and to familiarize you with the roles and responsibilities commensurate with the position of a member of OLBA Council. While every effort has been made to ensure that the contents of this manual are accurate and timely, they are subject to change and/or amendment from time to time.

It cannot be emphasized enough how important it is for an incoming Councillor to familiarize him/herself with the websites of OLA (Ontario Library Association) and OLBA (Ontario Library Boards' Association). Most of the information contained within this Orientation Manual may be found on the websites, and since they are updated regularly, you should check frequently for updates to the contents of this manual. You can access the OLBA website and that of the other Divisions from the OLA Website.

You have been duly elected by the Membership of OLBA to represent your region in a diligent and professional manner. As such, it is anticipated that you will become knowledgeable about issues and trends experienced by library boards within your region and bring them to Council for discussion and/or action.

It is hoped that your experience on Council will be fruitful and rewarding.

Welcome!

# INTRODUCING ONTARIO LIBRARY ASSOCIATION

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Founded in 1900, Ontario Library Association is the oldest continually operating library association in Canada. OLA is the largest library association in the country.

Ontario Library Association is a registered not for profit, charitable organization. Revenues for the Association are derived from membership fees, education activities, publication development and sales, donations and sponsorships, and funding from the Ministry of Tourism, Culture and Sport. The Ontario Ministry of Education has generously supported some specific projects.

Within OLA there are six Divisions (see list below) including OLBA. OLBA's focus is to provide tools and resources on governance issues to all member Library Boards across the province of Ontario.

## DIVISIONS OF ONTARIO LIBRARY ASSOCIATION

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**The Association of French Librarians Ontario ABO-Franco** Division represents all regions of Ontario and is elected by the members of ABO-Franco

**Ontario College and University Library Association (OCULA)** represents college and university librarians on issues of common concern. Activities of OCULA include an annual conference, lobbying and advocacy, publications, continuing education, and the OCULA-L listserv for members.

**Ontario Library and Information Technology Association's (OLITA)** primary focus is the application of emerging technologies in information management organizations. They identify the role and impact technology plays for libraries and their users, which is continually being examined through research, the monitoring of new systems, the dissemination of information and the development of appropriate standards.

**Ontario Library Boards' Association (OLBA)** represents public library board members (trustees) on issues relating to their areas of responsibility. The work of the OLBA is primarily to build a professional development (training) program that is responsive to common issues and priorities that affect Library Board leadership. It provides information materials and training forums for advancing Board development.

**Ontario Public Library Association (OPLA)** represents members of Ontario Public Libraries. They advocate the importance of the public library in the community, the rights of public library users and freedom of information. OPLA provides leadership and direction to public libraries for provincial and local issues affecting management and staff.

**Ontario School Library Association (OSLA)** represents elementary and secondary schoolteacher-librarians and school board consultants. The association provides a common voice for teacher-librarians' needs and interests through advocacy, leadership and continuing education.

The By-Laws and Policies of OLA govern OLBA, so OLBA Councillors need to be familiar with the structure and other aspects of OLA.

The OLA website contains much information on the following topics,

1. **Basic information**
  - Who We Are
  - About our Team
  - Contact Information for Staff Members
  - History
  - Affiliates
  - OLA Board
2. **OLA Mission**
3. **OLA Vision and Values**

[About OLA](#)

## **ONTARIO LIBRARY BOARDS' ASSOCIATION AS A DIVISION OF OLA**

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All Division of OLA is governed by OLA [By-Law #1](#) including the Ontario Library Boards' Association (OLBA). [By-Law #5](#) is specific to OLBA.

**OLBA MISSION:** The Ontario Library Board Association is a centre of excellence in governance for public library boards in Ontario.

**OLBA OBJECTIVES:** The Ontario Library Boards' Association (OLBA) is a division of the Ontario Library Association (OLA) that represents public library board members (trustees) on issues relating to their areas of responsibility. The work of the OLBA is primarily to build a professional development (training) program that is responsive to common issues of common concern. It provides information materials and training forums for advancing board development through:

1. Easy, unrestricted access to current and centralized resources pertaining to:
  - a. Public library governance information, issues and trends;
  - b. Library board roles and responsibilities; and
  - c. Legislation on public libraries and other relevant legislation
2. Opportunities for governance and community leadership development and skills training that accommodate differences in volunteer board members' learning styles and time commitments.
3. Opportunities for networking and problem solving between library boards supported by interactive technology to overcome geographic barriers.

4. Opportunities to collaborate with other library organizations to effectively and efficiently achieve common goals.

**OLBA VISION:** The Ontario Library Boards' Association (OLBA) is a leader and recognized authority in public library governance and community leadership development. Connected and responsive to its members, OLBA is a valued partner within the public library system.

**OLBA VALUE STATEMENTS:**

**OLBA believes...**

- That public libraries are essential to the quality of life of the people of Ontario and vital to the educational, economic, social, and cultural development of the province;
- That public library boards must continue to be independent and citizen-based in order to fulfill their mandate to provide excellence in public library service as a fundamental pillar in the development of vibrant communities throughout Ontario;
- That a sound partnership between each public library board and its Chief Executive Officer is essential to strong library leadership;
- That a collaborative relationship between each public library board and its municipal council is critical to effective public library governance.

With these strong values, OLBA continues to seek new and innovative ways to provide the tools and resources needed to ensure that Ontario's Public Libraries are governed by creative, knowledgeable, and effective leaders within their communities.

# OLBA COUNCILLORS' CODE OF CONDUCT

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OLBA Councillors shall carry out the [Responsibilities of OLBA Councillors](#) as described above to the best of their abilities and with utmost professionalism. In addition, "Working Guidelines for Meetings" as set out in this Manual must be followed.

The failure to adhere to the above standards, to complete assigned work in a timely fashion, or to attend meetings, may be grounds for removal from Council. Councillors may be removed from office at a properly constituted regular meeting upon a two-thirds vote of attending Council members.

## WORKING GUIDELINES FOR MEETINGS

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1. Assume good intentions regarding your council colleagues.
2. The Chair is the arbiter.
3. Clarify turn-around time expectations for communications, especially e-mails. Include 'OLBA' in the subject line.
4. Stay on time and topic (SOTT) - issues not on the Agenda should be "parked" for resolution at the end of the meeting. Take responsibility for addressing those issues/items you've introduced that are "parked".
5. Be clear - use "I need..." statements.
6. Share discussion times equitably, do not interrupt, do not monopolize.
7. One conversation at a time.
8. Ask for clarification where and when needed.
9. When stuck, review and summarize.
10. Each member should contribute to the best of their ability.
11. Recognize, respect and invite alternative perspectives.
12. Use headlines; provide the full story as necessary.
13. Laugh!

## COUNCIL MEETING GUIDELINES

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### Agenda Guidelines

Agenda items are at the discretion of the president and council. OLA board agenda's will differ from the following. These guidelines are offered as a reminder to assist with agenda creation for meetings:

#### USUAL ITEMS:

- Welcome
- Statement of conflict of interest
- Approval of agenda
- Approval of minutes
- Business arising
- Financial/Budget Reporting: Treasurers report



- Program reports/portfolio reviews
- OLA board updates
- Next meeting
- Adjournment

The following additional items are suggested to ensure council is on track with the cycle of OLA business:

**FIRST COUNCIL:**

- Council orientation (led by OLA staff)
- Strategic plan review
- Assignment of portfolios (if applicable)
- Confirmation of meeting and event dates
- Orientation to policies, procedures (i.e. expense claim forms)
- Quarterly review of financials (Q1 review September - November)
- Corrections to the council directory (provide to the OLA office)
- Super Conference review/call for proposals (ideas councils may have for sessions)

**SECOND COUNCIL MEETING (MAY/JUNE)**

- Review awards procedure, strike awards committee
- Review scholarship procedures, where applicable
- Review council nomination procedure and positions up for election
- Super Conference preliminary program review
- Create Council budgets for the next fiscal year (September to August)
- Quarterly review of financials (Q2 review December - February)

**THIRD COUNCIL MEETING (SEPT/OCT)**

- Awards process update
- Scholarship process update
- Council nomination update
- Quarterly review of financials (Q3 review March -May)

**FORTH COUNCIL MEETING (NOV/DEC)**

- Planning the AGM (Refer to useful links below)
- Quarterly review of financials (Q4 review June - August)
- Recognition of outgoing council members (or at AGM)
- Planning Super Conference activities (award presentation, convening, etc.)
- Decisions on awards and scholarships finalized and provided to OLA staff
- Additional council nominations brought forth, if required

To maximize meeting time and to move business along, councils may wish to create 'consent' agendas for distribution in advance of the meeting. The consent agenda is simply an update of activities that have occurred, or items of interest that have been raised since the last meeting, which do not require discussion or decision. For example, if your division has hosted a members' event, you may wish to post a summary of the event in the consent agenda. Should a councillor have a question about an item on the consent agenda they can ask to have this

'lifted' for discussion at the meeting. The item would then be added to the meeting agenda.

The President would ask for items in advance and then compile them into a consent agenda for distribution with other meeting items in advance.

## OLBA COUNCIL

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The OLBA Council is composed of the President, Vice-President (President Elect), Past President, 8 Regional Councillors, and the Executive Director (non-voting). The structure is outlined in [By-Law #5](#).

The current, serving council members are listed on the OLBA web page: [Current OLBA Council](#)

## RESPONSIBILITIES OF THE DIVISION PRESIDENT

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The Presidents and Vice-Presidents of all of OLA Divisions form the Board of Directors of OLA. While serving as an OLA Board member, they are responsible for the governance of the Association as a whole. Their attendance is required at OLA board meetings (usually a minimum of four per annum), the OLA AGM, the divisional council meetings, OLA's AGM, and finally, the annual Super Conference.

The costs associated with their duties of the Board of OLA are reimbursed by OLA. Registration costs for Super Conference are complimentary for Presidents and Vice Presidents. As well, any other costs associated with their attendance at Super Conference are reimbursed by OLA for Presidents only.

### THE PRESIDENT IS RESPONSIBLE FOR:

- Chairing OLBA meetings. This includes providing ample notice to council about meeting dates, sending a draft agenda in advance for input, presiding over all meetings and ensuring that all councillors have the opportunity to contribute;
- Ensuring follow-up of outstanding issues from past Council meetings;
- Monitoring internal communication on Council, and facilitating an open and healthy exchange of ideas;
- Corresponding on behalf of OLBA Council;
- Facilitating the assignment of Secretary, Treasurer and portfolios or responsibilities for each Councillor as suits the work of OLBA:
  - Secretary - minutes of all meetings; complete contact list of all Councillors
  - Treasurer - accurate, timely and meaningful financial reports, budget submissions; timely payment for all travel claims
  - Portfolios - ensure portfolios are aligned to help the OLBA Council
  - Provide full support for OLBA's Super Conference organizer

### THE PRESIDENT MAY:

- Prevent any position on Council or portfolio from going unfilled for too long by ensuring the proper functioning of the Election Committee and respecting the bylaws;
- Liaise and report to Council on OLA decisions and activities - share information;
- Consider involving the Membership in Council initiatives. For example, it may be required to give assistance with an event or a survey, or to create ad-hoc sub committees to help with a specific project;
- Invite guests to council meetings who can help advance council work or who need something from your council;
- In collaboration with OLA & other divisions, the President may secure a meeting with the Ministry of Tourism, Culture and Sports for advocacy;
- Maintain close contact with other library associations;
- Follow OPLA and FOPL activities;
- If possible, continue tradition of one annual “joint” Council meeting with OPLA and with the President of OPLA, create an agenda of shared issues and concerns;
- Attend conferences e.g. AMO or OLS-N if required, to represent OLBA and/or present on programs;
- In September, participate on the jury for the Provincial Library Awards selection.

#### **AT/FOR SUPER CONFERENCE, THE PRESIDENT WILL:**

- Assemble the Report to the Membership package including agenda;
- Make Report to the Membership arrangements;
- Preside over the Report to the Membership;
- Attend Awards Reception and present award(s) as required;
- Present the divisional spotlight session speaker; and
- Recognize outgoing Councillors.

#### **ADMINISTRATIVE DUTIES OF THE PRESIDENT:**

- Book the OLA office boardroom as necessary for Council meetings;
- If necessary, establish a calendar for the year of all upcoming events, publications, etc. - everything that requires some advance planning;
- Sign all approved minutes and ensure they are forwarded to the executive director for archiving;
- Ensure the budget is submitted by Dec. 15 and reflects (as much as possible) the anticipated work of the Council;
- Contact the Executive Director for expense guidelines;
- Liaise with the OLA office, with the Executive Director in particular, on matters regarding OLBA;
- Encourage councillors to attend SOLS Trustee Council meetings; advise SOLS of who will be attending which meetings;
- Write timely and pertinent articles for *InsideOLBA*;
- As much as possible, respond promptly to e-mail queries;
- When appropriate, ensure that the VP is kept abreast of all correspondence and issues to allow the VP to accumulate corporate knowledge needed for the future.

There is additional information on the OLA web site in the section [Board and Council Meetings](#) of policies and procedures.

In the absence of the President, the Vice President assumes the responsibilities of the President.

## RESPONSIBILITIES OF THE DIVISION TREASURER

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The role of the Treasurer is monitor the expenses of the OLBA to ensure that Council's expenditures remain within the Budget allocation, to report the progress of the expenses to Council, to inform Council of any budgetary concerns, and to assist the President and Vice President in the preparation of the annual OLBA Budget Request. The Treasurer works closely with the Ontario Library Association (OLA) Manager of Operations in the fulfillment of his or her duties.

### THE TREASURER IS RESPONSIBLE FOR:

The Treasurer monitors expenses and reports on the progress of the budget to the OLBA Council. The OLBA Treasurer is a member of OLA's Finance Committee chaired by OLA's Treasurer. Working with the OLA Manager of Operations, this committee usually meets once a year in January to develop an annual budget that is then approved by the OLA board. Additional meetings are at the discretion of the OLA Treasurer. The Treasurer assists the President and Vice President in the development of the OLBA annual budget request which is then presented by the Treasurer to the OLA Finance Committee at the January meeting.

- On a regular basis as established by the President, monitors expenses and the progress of the budget on an on-going basis and reports findings to the President
- Prior to the January OLA Finance Committee meeting, assists in the preparation of the OLBA Budget Request
- At the January meeting, presents the OLBA Budget request to the OLA Finance Committee
- Reports at each Council meeting
- Receives expense claims from Council members for review following each Council meeting; errors or omissions are then brought to the attention of the OLA Manager of Operations Reports to the Annual OLBA Meeting.

## RESPONSIBILITIES OF THE DIVISION SECRETARY

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The role of the Secretary is to create, maintain and disseminate an accurate record of each OLBA Council meeting. The Secretary is appointed by the OLBA Council. The recording of the meetings are termed the Minutes.

### THE SECRETARY IS RESPONSIBLE FOR:

The Secretary will, in a method approved by OLBA Council, record the proceedings of each Council meeting, submit the draft copy to the President for editing, and submit the finished copy to the subsequent OLBA Council meeting for further editing and approval. Submit Draft minutes to the President 4 weeks after to minutes. Submit Draft minutes to OLBA Council at next meeting.

# RESPONSIBILITIES OF OLBA COUNCILLORS

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## THE ROLE OF AN OLBA ELECTED REPRESENTATIVE

The function of the Divisions is to establish and review major plans and policy of the association. Division council members have specific legal and fiscal responsibilities to the members of the Association. Council positions are three-year terms unless appointed mid-cycle.

## ALL COUNCILLORS SHOULD:

- Become acquainted with OLA and Divisional By-Laws;
- Become acquainted with OLA's strategic plan, which is used as a guide to formulate
- OLBA's Annual Work plan; [Strategic Plan and Annual Work Plan](#)
- Review positions statements, policies, and procedures as they apply to the work of your Council;
- Understand that you are responsible for considering the needs of the Membership at large including determining what members need and want, and to bring these forward to council meetings;
- Be proactive and positive in effecting change. Well informed, constructive criticism is essential to the operation of a healthy council;
- Remember that you represent OLA and OLBA and as such you should be mindful of comments and statements made on behalf of the organization. The President, who serves as Chair of the Council, speaks for the division;
- Do your homework. To be an effective councillor, you must be well informed. Study the issues and details relevant to the subjects about which you must make a decision;
- Review agendas and council meeting documents in advance and be prepared to actively contribute at meetings;
- Recognize that your council members represent a range of experience with committee work. All members should feel free to ask questions that will help them learn and contribute;
- Make every effort to attend every council meeting and the AGM;
- Establish priorities and a yearly action plan for OLBA: be careful not to over-extend Council by promising or planning to do too much - it's better to do a few things well than many things poorly;
- Where appropriate, attend SOLS Trustee Council (TC) and other meetings which PL Boards board members attend or network;
- In collaboration with the Chair, ensure a consistent "message" from OLBA Council;
- After SOLS TC meetings and other regional events, prepare a brief written report for the next Council meeting;
- Maintain contact with board members in each region: ideally contact each board in the region once per year, e.g., by phone or e-mail;
- Ensure all Council positions are filled: help find replacements as necessary;
- Help provide input for board member professional development (training) opportunities, and help with regional training events;
- Ensure full council participation by supplying articles and information for *InsideOLBA* and Open Shelf;

- Supply new contact information on OLBA membership to the OLBA President and the OLA Membership Coordinator;
- Submit your travel expense claims, for any and all travel, promptly to ensure that expenses incurred are debited to the correct fiscal year.

#### **COMMITTEES/INITIATIVES IN WHICH DIVISIONAL COUNCILS ARE INVOLVED**

- The Treasurer from OLBA is a member of OLA's Finance Committee chaired by OLA's Treasurer. Working with the OLA Manager of Operations, this committee usually meets once a year in January to develop an annual budget that is then approved by the OLA board. The Finance Committee reviews the proposed budget and makes recommendations to the OLA Board of Directors on financial matters.
- A councillor or designate may be an OLBA liaison person for *Open Shelf*, OLA's online newsletter.
- The OLBA Council will establish Election and Awards Committees, as needed.
- The OLBA Communications portfolio holder will be responsible for submitting material and/or revisions to the OLA website Manager in order to keep the OLBA website current and informative

# COMMITTEES AND PORTFOLIOS

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OLBA has a system of “Portfolios” whereby OLBA Council members and others assume responsibility for various OLBA activities such as editing the OLBA publication *InsideOLBA*, updating the website, etc. These portfolios may be reviewed and/or changed to address current needs and priorities.

## OLBA GOVERNANCE COMMITTEE TERMS OF REFERENCE

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### 1. Purpose

To advise OLBA Council on matters relating to the Division’s governance structure and processes; and to ensure that OLBA operates in accordance with OLA’s By-Laws, [Policies and Procedures](#).

### 2. Objectives

To ensure that OLBA Council epitomizes sound governance practices as it works towards the fulfillment of its [Mission Statement](#).

### 3. Membership

The Committee’s membership will be composed of:

- The President of OLBA;
- At least three Councillors; and
- The Executive Director of OLA, who serves as an ex-officio member.

The committee will elect its own Chairperson from its Membership.

### 4. Duties and Responsibilities

Unless otherwise directed by OLBA Council, the duties of the Governance Committee shall be:

1. To monitor the Divisional by-laws and recommend any needed revisions to the OLA By-Law Committee when requested;
2. In lieu of an OLBA Nominating Committee:
  - a. To monitor terms of office of OLBA Councillors and ensure a recruitment and replacement procedure is in effect;
  - b. To provide a mentor(s) as needed for incoming Council Members;
3. To review and update as needed, the OLBA Councillor Manual;
4. To ensure Council receives periodic education on governance trends; and
5. To ensure that an annual, Council evaluation is conducted in the fall of each year.

### 5. Timelines

The Committee will meet no less than twice a year by teleconference, or face to face on the evening before the regularly scheduled Council Meetings.

### 6. Accountability



The Governance Committee will post to the OLA Community Website, written reports with any recommendations for action by Council, at least ten days in advance of Council Meetings.

# OLBA ELECTIONS COMMITTEE TERMS OF REFERENCE

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## 1. Purpose

The role of the Elections Co-ordinator is to ensure vacancies in the membership in OLBA Council are publicized, and filled either by election or appointment according to the policies and procedures published in [OLA By-law 5](#).

## 2. Definitions

**Nomination** refers to proposing a candidate for election or appointment to the OLBA Council.

**Election** refers to a selection by vote for a position on the OLBA Council.

**Appointment** refers to the appointment of a Councillor by OLBA Council in the absence of any Nominees.

## 3. Procedure

The Elections Coordinator, either personally or in conjunction with assigned staff, will ensure the efficient operation of OLBA elections and that any recommendations for modifications are reported to OLBA Council at the regular OLBA Council meetings.

Open positions will be determined by appropriate staff according to the Elections sequence established under [OLA By-law 5](#).

Open positions will be advertised by staff through the OLBA website and other communications.

The election will be conducted by OLA staff.

Results will be communicated to the winner and other candidates by the OLBA Elections Co-ordinator. The Co-ordinator will ensure that the new Councillor is provided with appropriate orientation resources to fulfill their role on OLBA Council.

## 4. Duties and Responsibilities

- Monitor deliberations of the OLA Nominations and Elections Committee on an on-going basis.
- Early September - consult with OLA staff regarding the elections for upcoming vacancies
- September - assist OLA Staff in the election process as necessary and monitor progress
- Following November 15 - receive nomination results from OLA Staff and report to OLBA President with appropriate recommendations as necessary
- Following election in early December - follow up with unsuccessful candidates thanking them for their contribution, follow up with successful candidates and ensure that they are provided with appropriate orientation resources to fulfill their role on OLBA Council.

## 5. Timelines

The Committee will meet no less than twice a year by teleconference, or face to face on the evening before the regularly scheduled Council Meetings.

## **6. Accountability**

The Elections Coordinator is appointed by the OLBA Council will report to the OLBA Council as needed and prior to and following the commencement of the elections process.

# OLBA AWARDS COMMITTEE TERMS OF REFERENCE

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## 1. Purpose

The role of the Awards Committee is to ensure the OLBA Awards programme proceeds in a transparent and efficient manner according to policies and procedures described in the OBLA Councillors' Orientation Manual, by assisting staff, coordinating with OPLA where appropriate and evaluating policies and procedures and making recommendations to staff and OLBA Council as needed. The Committee or a person designated by the President may also act as Jurors for the Ontario Public Library Service Award.

## 2. Objectives

To ensure the OLBA Awards programme proceeds in a transparent and efficient manner according to policies and procedures described in the OBLA Councillors' Orientation Manual, by assisting staff, coordinating with OPLA where appropriate and evaluating policies and procedures and making recommendations to staff and OLBA Council as needed.

## 3. Membership

The Committee or a person designated by the President.

## 4. Duties and Responsibilities

- By mid-October check with appropriate staff to ensure that publicity materials are disseminated,
- Monitor progress of submissions of nominations and take appropriate measures,
- After November 15, create list of nominations and submit to OLBA Council,
- Early December, Announcement of winners,
- Prior to OLA SuperConference, Collect biographical profiles of winners and provide same to presenter,
- Ensure that adequate promotional material such as profiles and photographs are made available to OLA Staff
- January, Report to OLBA Council and *InsideOLBA*

## 5. Timelines

The Committee will meet no less than twice a year by teleconference, or face to face on the evening before the regularly scheduled Council Meetings.

## 6. Accountability

The Awards Committee is appointed by the OLBA Council and will report to the Council regarding the awards process at the meeting following the OLA Super Conference.

# OLBA BURSARY CO-ORDINATOR TERMS OF REFERENCE

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## 1. Purpose

The role of the Bursary Co-ordinator is to ensure that annual OLA Super Conference Travel Bursaries made available by OLBA are publicized, that procedures ensure the awarding of the bursaries in a timely and transparent fashion, that recipients provide reports on their use of the Bursaries and are photographed either individually or as a group for publicity purposes .

## 2. Objectives

To ensure the OLBA Awards programme proceeds in a transparent and efficient manner according to policies and procedures described in the OBLA Councillors' Orientation Manual, by assisting staff, coordinating with OPLA where appropriate and evaluating policies and procedures and making recommendations to staff and OLBA Council as needed.

## 3. Membership

The Committee or a person designated by the President may also act as Jurors for the Ontario Public Library Service Award.

## 4. Duties and Responsibilities

The Bursary Coordinator, either personally or in conjunction with assigned staff, will ensure the efficient operation of the OLBA Bursaries programme. The Coordinator will from time to time recommend modifications to the OLBA Bursaries information resources to the appropriate OLA staff. The recommendations for modifications will be reported to OLBA Council at the regular OLBA Council meetings.

- The Bursary Coordinator will consult with staff regarding the Bursary Awarding procedure by **late September** of each year.
- After the closing date, November 15, the Bursary Coordinator will conduct a draw for the Bursaries if there are multiple applicants for any given Bursary.
- The Bursary Coordinator is responsible for communications with Bursary applicants, and ensuring that recipients provide reports to OLBA on their use of the Bursaries.
- The Bursary Coordinator will report on the Bursary Awarding process to the OLBA Council at the next meeting following the OLA Super Conference.
- The Bursary Coordinator will ensure that an article describing the awarding of the Bursaries, including observations from the recipients appears in the issue of *InsideOLBA* following the OLA Super Conference.

## 5. Deliverables

- Late September - Contact OLA Staff to review procedures and initiate process
- Late October/early November - Monitor applications with assistance from OLA Staff and take appropriate measures to ensure adequate numbers of applications for each Bursary

- November 15<sup>th</sup> - collect list of applicants from OLA Staff
- Late November - determine winners
- Late November - ensure that applicants have been contacted
- Early December - announce winners in promotional material
- At OLA Super Conference, meet with winners upon their arrival, ensure that individual or group photographs have been taken
- Immediately following OLA Super Conference, ensure that the report from each winner has been received
- Compose and submit report to OLBA Council and InSide OLBA

## **6. Accountability**

The Bursary Co-ordinator is appointed by the OLBA Council and will report to the Council regarding the bursary process at the meeting following the OLA Super Conference.

# **OLBA MEMBERSHIP CO-ORDINATOR TERMS OF REFERENCE**

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## **1. Purpose**

In co-ordination with OLA Staff, the Membership Co-ordinator will ensure that Membership in OLBA is at an optimal level.

## **2. Objectives**

The Membership Co-ordinator will report membership levels to OLBA Council, and recommend strategies to OLBA Council regarding strategies to optimize membership levels. In addition, the Membership Co-ordinator will report to OLBA Council regarding any perceived needs of the OLBA Membership and make recommendations to OLBA Council on means to meet those needs. The Membership Co-ordinator monitors and make recommendations to OLBA Council regarding communication between Membership and OLA and OLBA, and forwards any communications from Member Boards to the President and appropriate staff.

## **3. Membership**

The Committee or a person designated by the President and OLBA Council.

## **4. Duties and Responsibilities**

- At OLBA Council meetings - Report on membership levels, any strategies to ameliorate same, any perceived Membership needs, any perceived communications needs and any received communications
- Early January - Provide the President with a Membership status summary for inclusion in the annual President's Report

## **5. Accountability**

The Membership Co-ordinator reports to the OLBA President and Council.

# **OLBA EDUCATION CO-ORDINATOR TERMS OF REFERENCE**

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## **1. Purpose**

The role of the Education Co-ordinator is to ensure, in co-ordination with OLA Staff, that educational resources made available by OLBA or referred to by OLBA are up to date, comprehensive and represent best practises in the field.

## **2. Definitions**

The **Education Coordinator** is appointed by the OLBA Council.

## **3. Objectives**

The Education Coordinator, either personally or in conjunction with assigned staff, will ensure the currency, efficacy and comprehensiveness of OLBA online and print education resources and references through an on-going review and evaluation. The Education Coordinator will from time to time recommend modifications to the resources to the appropriate OLA staff. The recommendations for modifications will be reported to OLBA Council at the regular OLBA Council meetings.

## **4. Timelines**

The Education Co-ordinator will report to the OLBA Council as deemed necessary but at least twice a year.

## **5. Accountability**

The Education Co-ordinator is appointed by the OLBA Council and will report to the Council regarding his or her activities on a regular basis.



# OLBA COMMUNICATIONS COMMITTEE TERMS OF REFERENCE

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## 1. Purpose

The role of the Communications Committee is to ensure the publication of *InsideOLBA* according to the *InsideOLBA Editorial Policy and Submission Guidelines*, articles, maintenance of the website, coordinate with Open Shelf and maintenance of marketing and social media accounts.

## 2. Definitions

The Editor(s) is appointed by the OLBA Council.

*InsideOLBA* is the official publication of the Ontario Library Boards Association. It describes the decisions and activities of OLBA Council and its programmes; it provides articles of interest on leadership, governance and issues affecting Ontario's Public Libraries.

*InsideOLBA* is produced online bi-annually, in Spring and late Fall in electronic format.

The Website is maintained the by OLA with a divisional piece assigned to the OLBA. The OLBA division should be kept up to date through this committee.

Open Shelf is the OLA publication. OLBA should submit articles relevant to all OLA members on an as needed basis.

Social media and marketing should be maintained and vetted through this committee.

## 3. Objectives

The Editor(s) will:

- solicit relevant articles for publication, receive submitted articles,
- select appropriate articles for publication,
- edit selected articles according to *InsideOLBA Editorial Policy and Submission Guidelines*, and
- submit edited articles to OLA staff for formatting and publication, in advance of mutually-agreed upon deadlines.
- Update website
- Update Social Media
- Vet all marketing
- Submit articles and liaise with Open Shelf

## 4. Duties and Responsibilities

A copy-edited draft of all articles to OLA staff for formatting and creation of a draft publication leading to a high-quality, bi-annual electronic publication for OLBA members specifically and the library community generally. Furthermore, the website, and social media should be maintained monthly and kept up to date with the latest news and material. Creating marketing and working with stakeholders on advertisements for OLBA events. Coordinate with the editors of Open Shelf to submit articles relevant to all OLA members.

## 5. Timelines

The Committee will meet no less than twice a year by teleconference, or face to face on the evening before the regularly scheduled Council Meetings.

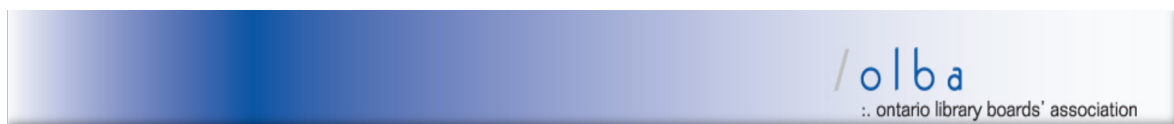
## **6. Accountability**

The Communications Committee are appointed by the OLBA Council and will report to the Council regarding the publication.

# OLBA - TERMS OF REFERENCE TEMPLATE-COMMITTEES

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[All Divisional Committees' TORs require the approval of the Board of Directors of OLA]



<b>Policy Name</b>	
<b>Policy Type</b>	
<b>Policy Number</b>	
<b>Date Approved</b>	
<b>Date for Review</b>	

**Introduction:** Background information that establishes the wider context and provides an understanding of the rationale for the policy. What was the issue/challenge behind creating the policy? Why was it necessary to develop a policy?

Include the **scope** and applicability statement, describing whom the policy affects and which actions are impacted by the policy. The applicability and scope may expressly exclude certain people, organizations, or actions from the policy requirements. Applicability and scope is used to focus the policy on only the desired targets, and avoid unintended consequences where possible.

**Purpose:** A concise statement indicating why the policy exists and the intent behind the policy. This statement should not contain background information or detailed explanations. It should outline the goal of the policy and the desired effect or the outcome of the policy.

**Definitions:** Provide clear and comprehensible definitions for terms and concepts found in the policy.

**Policy Statements:** A policy statement should be written with a clear, concise statement and objective. Clearly outline the rules and expectations of the policy and inform the reader of what they need to know. Specific goals or actions are included in this section of the policy document.

**Procedure:** Provides a clear explanation and critical steps of what 'must be done' in order to implement the policy. Detailed operational procedures are generally separate from policy documents; however, some procedural information may be appropriately provided in the policy document.



# MEETINGS AND TRAVEL INSTRUCTIONS

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## MEETING DATES

- The OLBA Council meets 4 times per year in Toronto, usually in March, June, September, and November.
- Meetings are held on a Saturday, usually from 9:30 A.M. to 4:00 P.M.
- Annually, at the discretion of the Division Presidents, there may be a joint Friday evening meeting with the Ontario Public Library Association Council.
- OLBA's Annual Report to Membership is held during Super Conference.

All meetings, unless otherwise notified, are held at the OLA Office at 2 Toronto Street, 3rd Floor, Toronto, ON, M5C 2B6.

## TRAVEL INSTRUCTIONS

Details about the office, its location and travel instructions are found on the OLA website.

[Office Location and Travel Instructions](#)

## HOTEL ACCOMMODATION

The Novotel Centre is the Association's preferred hotel for committee, council, and board members. It is located at 45 The Esplanade, within close proximity to the OLA office.

Approximately 6 weeks before a meeting, the administrative staff of OLA will contact you regarding the accommodation you require and your reservation will be made for you. The cost of the room will then be billed directly to OLA.

More information about the hotel, its location, and alternate hotel accommodation, can be found on the OLA website.

[Travel and Parking Instructions](#)

[Hotel Accommodation](#)

## ELIGIBLE COSTS

All expenses (mileage excluded) must be supported by original receipts.

### a. MEALS

The maximum that will be reimbursed is as follows:

For individual meals: Dinner \$25.00, Lunch \$15.00, and Breakfast \$10.00, not to exceed a daily maximum of \$50.00.

The allowed reimbursement applies to each meal. If any meal is provided by OLA, a claim for that meal cannot be submitted.

Under certain circumstances, if the meal is from OLA's designated hotel, the actual costs will be covered. This would include the breakfast at the Novotel.

If a councillor must arrive the evening before a meeting or must stay after the meeting, expenses for those meals may be submitted.

#### **b. PARKING**

The maximum for parking is \$16.00 per day. However, if you are registered at OLA's preferred hotel, you may claim the actual cost as imposed by the hotel. More information about parking in the area can be found on the OLA web site.

#### **Travel and Parking Instructions**

#### **c. OTHER EXPENSES**

Other expenses may be claimed including a kilometric allowance for automobile usage, car rentals, air and train fares etc. Details can be found on the Expense Claim Form.

Expenses incurred by the OLBA President and Vice Presidents who attend OLA Board of Directors meetings, are required to ensure their expenses are allocated to OLA.

#### **d. TRAVEL EXPENSES**

##### **REIMBURSEMENT PROCEDURE:**

- You are responsible for mailing the Expense Claim Form, along with original receipts, to the OLA office.
- Photocopies or scanned copies of the Expense Claim Form and receipts are to be sent (either by regular or email) to the OLBA Treasurer for approval.
- The name and address of the current Treasurer are found on **page 2** of the [Expense Claim Form](#) (PDF) online.

# EXPENSE CLAIM FORM

## ONTARIO LIBRARY ASSOCIATION EXPENSE CLAIM FORM



Address: 2 Toronto Street 3rd Floor Toronto ON M5C 2B6 416-363-3388 or 1-866-873-9867 toll free

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Meeting/Event: \_\_\_\_\_ Meeting/Event Date: \_\_\_\_\_

**OLBA Council**  
Treasurer's Approval

Date received by OLA office

**Claims will be processed within  
30 days of receipt by the OLA  
office**

**TRAVEL, HOTEL, and MEAL EXPENSES** Receipts **MUST** be attached to the back of this form.

Description	Receipts	Amount Claimed	HST on Bill	Office Use (GL)
Automobile – total km _____ @\$0.43 per km	No			5220- 212
Car Rental	Yes			5220- 212
Parking – Max \$16 near office	Yes			5220- 212
<input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus (Economy Class)	Yes			5220- 212
Public Transit	No			5220- 212
Hotel – Max \$142 plus taxes	Yes			5220- 212
Meal Expenses	Yes			5210- 212

Max \$25 for dinner, \$15 for lunch, and \$10 for breakfast if not provided by OLA or OLA's designated hotel. \*Receipts MUST be included with this form. Parking: visit [accessola.com/travelandparking](http://accessola.com/travelandparking) for best choices. Hotel: The self-park rate at the hotel can be submitted with the hotel bill. It can vary based on season.

### TELECOMMUNICATION, COPYING, and DELIVERY EXPENSES

Receipts **MUST** be attached to the back of this form.

Description	Receipts	Amount Claimed	HST on Bill	Office Use (GL)
Telephone/FAX	No			5130- 212
Photocopying – Max \$0.05 per page	Yes			5410- 212
Printing	Yes			5410- 212
Postage/Delivery	Yes			5510- 212
Courier	No			5510- 212

### OTHER EXPENSES

Receipts **MUST** be attached to the back of this form.

Description	Amount Claimed	HST on Bill	Office Use (GL)

Return to the appropriate treasurer as listed on the back of this form.

Total Claimed  
\$ \_\_\_\_\_

Please Issue:

Cheque: \$ \_\_\_\_\_

Donation Receipt: \$ \_\_\_\_\_

Claimant's Signature \_\_\_\_\_ Form Submission Date \_\_\_\_\_

**\*\*REQUIRED\*\*** Form will not be processed if these fields are left blank.

## OLBA REGIONS

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To ensure that every region of Ontario is represented, OLA has divided the province into eight regions. OLBA council is formed from persons, elected by the Membership, who currently serve on a Public Library Board, which is an OLBA Member, in each of the Regions. Therefore, every OLBA council member may use this resource to liaise with libraries within their respective Regions.

There is a list of libraries in each region posted on the OLBA web page. However, this list does not indicate which libraries are members of OLBA. With improvements to the database in the future, we hope to have that information readily available.

[Public Libraries by Region](#)

## OLA DIVISIONAL NOMINATIONS AND ELECTIONS PROCESS

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The [nomination and election](#) processes are carefully explained in OLA's policies and procedures.



# PUBLIC LIBRARY AWARDS AND PROCEDURES

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## ONTARIO PUBLIC LIBRARY SERVICE AWARD

Annually, the Ministry of Tourism, Culture and Sport acknowledges and awards public libraries that identify and promote creative public library service ideas. There are two types of awards, each including a category for small libraries:

1. The **Minister's Award for Innovation**, which recognizes successful new approaches that demonstrate a positive, impact in a community and is of continued value for public libraries.
2. The **Angus Mowat Award of Excellence** which recognizes a commitment to excellence in the delivery of public library service; this service need not be new and may be ongoing.

Every year the Ministry issues a call for submissions for projects that demonstrate the excellence and innovation that are hallmarks of library service in Ontario. The deadline for submissions is the end of August and in the early Fall, an independent committee of public library representatives reviews all of the submissions received. The committee considers only projects that have been completed. The jury is formed of nine library representatives and OLBA is asked to select a representative from the organization to participate as part of the Public Library Service Award (PLSA) peer jury.

## W. J. ROBERTSON MEDALLION

The Ontario Library Boards' Association (OLBA) presents the W. J. Robertson Medallion to a public librarian who has demonstrated outstanding leadership in the advancement of public library service in Ontario. A committee chosen by the Ontario Public Library Association chooses the recipient. Information about the procedure and criteria are posted on the OLA web: [W.J. Robertson Medallion](#)

## THE JOYCE CUNNINGHAM AWARD FOR THE PUBLIC LIBRARY BOARD OF THE YEAR

The Ontario Library Boards' Association (OLBA) presents the Joyce Cunningham Award to a Public Library Board (or two Public Library Boards that participated in a collaborative effort) that has demonstrated a high level of collaboration and innovation to produce outstanding results. [Joyce Cunningham Award](#)

## JAMES BAIN MEDALLION

The Ontario Public Library Association (OPLA) presents the James Bain Medallion to a library board member who has demonstrated outstanding leadership in governing a public library in Ontario. The awards Committee of OLBA chooses the recipient. Information about the procedure and criteria are posted on the OLA Web site. [James Bain Medallion](#)

Members of OLBA or OPLA may nominate individuals for the W. J. Robertson and/ or the James Bain Medallions.

**SAMPLE LETTERS REGARDING JAMES BAIN MEDALLION:  
(For use by the Awards Committee)**

**a. TO THE NOMINATOR OF THE WINNING CANDIDATE**

Dear (insert name),

On behalf of the Ontario Library Boards' Association, we wish to thank you for nominating (insert full name) for the James Bain Medallion, and we are delighted to confirm that (insert first name) was selected as this year's recipient of the Award. *(If there is a co-winner be sure to amend letter to include this information).* The Awards Committee was very impressed with the amazing qualities, dedication and accomplishments of this year's winner(s) and we wish to extend our heartiest congratulations to him/her/them.

As previously indicated in my phone call, this year the Awards Committee received several nominations, all of which were excellent. The Committee was most appreciative of all of the efforts that the submissions contained, and were very thankful that the Nominators had paid particular attention to the criteria, carefully presenting a detailed account of their Nominee's contributions. Please convey our thanks and appreciation to the Secunder of the nomination and to all those who submitted support letters.

The Award will be presented at Super Conference, and it's our hope that we meet with you there. Once again, congratulations!

Yours very sincerely,

Chair

Ontario Library Boards' Association Awards Committee

**b. TO THE NOMINATOR OF UNSUCCESSFUL CANDIDATES**

Dear (Insert Name)

On behalf of the Ontario Library Boards' Association, we wish to thank you for nominating (insert name) for the James Bain Medallion. Although your Nominee is not this year's recipient of the Award, we urge you to resubmit his/her name in the future as his/her accomplishments, strengths and attributes were noted this year and we would be pleased to receive another nomination.

As previously indicated in my phone call, this year the Awards Committee received several nominations, all of which were excellent. The Committee was most appreciative of all of the efforts that the submissions contained, and were very thankful that the Nominators had paid particular attention to the criteria, carefully presenting a detailed account of their Nominee's contributions.

Kindly convey the Committee's appreciation to the Secunder of the nomination and those who submitted support letters.

Yours very sincerely,

Chair

Ontario Library Boards' Association Awards Committee

## **OLBA BURSARIES**

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OLBA offers five bursaries to board members in the north-western, north-eastern, and near north/Ottawa valley. The bursaries provide financial assistance to board members of these areas to defray the costs of transportation, etc. to attend Super Conference. Details about the criteria and procedure are posted annually on the OLBA web site.

[OLBA Bursaries](#)

# MEMBERSHIP BENEFITS AND FEE STRUCTURE

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The Ontario Library Boards' Association (OLBA) represents public library board members and the needs of all public libraries in Ontario. There are over 380 public library systems, serving 13½ million residents.

## WHY JOIN OLBA?

There are several Membership benefits:

### 1. Leadership by Design program (LearnHQ)

This is an online, multi-component resource tool and program that is accessible and, most importantly, contains fundamental information about your roles and responsibilities as a public library board trustee.

### 2. OLBA's website

This site provides information about OLBA, our members, and our services.

### 3. Subscription to InsideOLBA

Our online newsletter is sent bi-annually to individual trustees in member boards across the province. Timely articles on OLBA activities, updates on crucial issues, profiles of trustees, the newsletter is a great resource for keeping up to date on important events for Ontario library boards.

### 4. OLA Super Conference workshops

This annual conference is not just for librarians! The conference planning team includes trustees who develop programs geared to the needs of trustees. The team welcomes input from our membership on what kinds of programs you would like to attend.

### 5. Member discounts

There is a significant discount for OLBA members for the Super Conference, the OLA Education Institute and any OLBA events.

### 6. OLBA Council

This is the 11-member governing body of the association. It meets four times a year in Toronto. As a member of OLBA your trustees have the chance to become involved at the provincial level and to help shape the future direction of our association by participating as a member of this Council.

### 7. OLA Community

This is a community-driven social networking site giving members access to blogs, forums, discussion groups and news. You must register to access the forums. Any issues contact Robert Nishimura, Technical Analyst

### 8. Access to OLITA Lending Library

Borrow a Virtual Reality starter kit, Flip Video cameras, a BKON “Physical Web” beacon, Raspberry Pis, Makey Makey kits, Squishy Circuit kits, LittleBits, and Arduino Kits.

[OLITA Lending Library](#)

There is more information about membership on the OLA website: [Membership](#)

## HOW TO JOIN OLBA BOARD MEMBERSHIP

- When a library board joins the OLA/OLBA, each library trustee who has been appointed by Municipal Council, automatically becomes a personal member with voting rights.
- The Ontario Library Boards’ Association’s membership fee for public library boards in Ontario is based on the size of the population served, including contracted service.
- The fee structure (unchanged for many years) is set to encourage all library boards in Ontario to participate in their library association. The annual fees are listed below. Libraries, serving the following populations, pay:

• Up to 5,000	\$50.00
• 5,001 to 15,000	\$125.00
• 15,001 to 50,000	\$250.00
• 50,001 to 100,000	\$375.00
• 100,001 to 175,000	\$500.00
• 175,001 to 250,000	\$625.00
• 250,001 to 400,000	\$750.00
• 400,001 to 750,000	\$1,000.00
• 750,001 to 1,000,000	\$1,500.00
• Over 1,000,000	\$2,100.00

Individuals may find membership prices on the [Membership Types/Fees](#) page.

Membership inquiries should be directed to [membership@accessola.com](mailto:membership@accessola.com)

## OTHER LIBRARY ASSOCIATIONS

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### **Federation of Ontario Public Libraries (FOPL) <http://fopl.ca>**

Is library owned and driven with a strategic focus that includes advocacy, research and development, marketing, and consortia purchasing. It is committed to advancing the interests of Ontario public libraries across the province and with all levels of government.

### **Ontario Library Service-North (OLS-N) <http://www.olsn.ca>**

The Northern Ontario Library Service Board was formed by order of the Minister as a special service board under the Public Libraries Act of Ontario (1984). It is incorporated by letters patent, dated March 10, 1989 to govern Ontario Library Service - North, an agency that delivers programs and services on behalf of the Ministry of Culture.

### **Southern Ontario Library Service (SOLS) <http://www.sols.org>**

Is mandated to deliver programs and services on behalf of the Ontario Minister of Tourism, Culture and Sport, by:

- Increasing cooperation and coordination among public library boards and other information providers in order to promote the provision of library service to the public; and
- Assisting public library boards by providing them with services and programs that reflect their needs, including consultation, training and development.

### **Canadian Federation of Library Associations / Fédération canadienne des associations de bibliothèques (CFLA/FCAB) <http://www.cfla-fcab.ca>**

Serves as the national voice of the Canadian library and information community and delivers a range of value-added services to professional librarians, library technicians, and the organizations that employ them.

## **IN CONCLUSION**

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While efforts have been made to ensure that the information contained within this handbook is current and accurate, it is a living document, and therefore subject to change. Comments, edits and suggestions for improvement to the content are welcomed.

Your OLBA President or Vice President are available to respond to any questions you may have, so please do not hesitate to contact that person.

We wish you well as you embark upon your term of office as a Regional Representative on OLBA Council.

## **APPENDICES**