

Governance Policies and Procedures

Policy Name: Delegation of Authority	
Policy Number: G 2.4	Policy Type: Role of the Board
Reviewed: May 2024	Next Review: 2027

DELEGATION OF AUTHORITY

INTRODUCTION:

The legal responsibility for all matters pertaining to the ownership, operations, policies and practices of the Ontario Library Association (OLA) rests with its Board of Directors. 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.

The Board is committed to ensuring effective delegation to the Executive Director (ED) to foster consistent good business practices and governance. The Board supports the principle of empowerment: that governance and management are more effective and efficient when they are separated.

PURPOSE:

The purpose of this policy is to document the Board of Directors’ delegation of authority to the ED for the operation of the Ontario Library Association. Documenting allows the Board to assert appropriate levels of control over the risks associated with its delegation and is an important safeguard for the ED. It requires the Board to clarify its expectations and ‘speak with one voice’.

This policy outlines the nature of the Board’s relationship with the ED. It 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

In accordance with Ontario Library Association Bylaw #1, the OLA Board appoints an ED, who shall have general supervision over, and direction of, the operations of the Association and its employees. The Board recognizes the authority of the ED in these areas.

The ED is hereby delegated the authority to: make decisions, implement and manage all operational practices and activities which are in alignment with the Board’s mission, vision, policies, decisions, budgets, strategic plan. . The ED will work in accordance with this and other Board policies, including G 2.5 Executive Limitations, G 3.2 OLA Executive, and G 4.1 Executive Director Roles and Responsibilities.

The ED 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 (GAAP).

The Board’s only official connection to the operating organization, its achievement and conduct will be through the ED. 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 ED 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 ED by the Board to a designated employee is permitted during the temporary absence of the ED. This shall be documented in writing.

POLICY HISTORY:

Action	Date
Approved	November 2015
Revised	November 2023 (tracking begins)
Revised	May 2024