

Governance Policies and Procedures

Policy Name: Executive Limitations	
Policy Number: G 2.5	Policy Type: Role of the Board
Last Reviewed: June 2024	Next Review: June 2027

EXECUTIVE LIMITATIONS

Introduction

In accordance with Ontario Library Association Bylaw #1, the Ontario Library Association (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 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 OLA.

“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

The ED is required to act according to the highest ethical, professional and legal standards, in all respects and at all times.

The ED has full control of the operations of the OLA; all operational actions are considered pre-approved unless otherwise directed within this policy. This policy outlines areas of operation where the Board requires or disallows specific actions, that are not covered within other board policies.

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

The ED 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; specific guidance around ED succession planning and absences can be found in Policy G.3.4 Executive Director Succession ;
- OLA provides a mutually respectful, safe workplace free of harassment and workplace violence for all employees and volunteers and that they will not cause or allow conditions that are unfair, undignified, or unsafe or in violation of any human rights and employment legislation, the legislated policies and programs that are required of the OLA as an employer are maintained;
- all matters of employment, compensation, and benefits are fair and fiscally responsible and consistent with OLA's values;
- Interactions and communications with others are constructive and respectful and that personal information is protected; and
- OLA's reputation and image are protected considering advertising, sponsorships, and endorsements.

Action	Date
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