



# Board Succession Planning

## Governance

### Policy

The Brantford Public Library Board recognizes that an effective board is comprised of people who collectively have the knowledge, skills and background necessary to govern with excellence and to lead the library in the realization of its vision. Municipal Council appoints members to the Library Board. The Library Board will work to encourage applications for appointment by Municipal Council in order to ensure continuity.

### Principles

The Board will:

1. Proceed according to the *Public Libraries Act*, R.S.O. 1990, C.P44 (PLA) and any applicable City by-laws governing appointments to local boards
2. Work with City Council in a collaborative fashion
3. Consider the collective skills required of the Library Board to govern the library effectively
4. Allow for representation of community diversity

### Content

1. The Library Board recognizes that the PLA requires that Council appoint library board members. To support the appointment process, the Library Board will support Council with input as requested.
2. The Library Board will:
  - a. Consider the Board's needs with the expertise and interested of the current members and identify the gaps that will need to be filled
  - b. Develop a board member's position description to highlight qualities and desired skills
  - c. Solicit input from the CEO/Chief Librarian
  - d. Identify suitable candidates and encourage their willingness to serve
  - e. Inform the potential candidates of the imminent appointment process
3. Information sessions may be provided for prospective candidates in conjunction with city practices around recruitment for local boards that may include:
  - a. Information on the library's vision, mission and values
  - b. Information on the organization and functions of the board
  - c. Information on responsibilities, and role of board members
  - d. Information on qualifications, relevant experience and time commitment
  - e. Introduction of the *Public Libraries Act*

- f. Information on current projects and planning documents
- g. A tour of the library

## History

**Supersedes:** Not applicable

**Background documents, related policies:** *The Public Libraries Act*, R.S.O. 1990, c.P44

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**Projected Review Period:** Not applicable

**Author:** CEO/Chief Librarian

**Approval Level:** Brantford Public Library Board