

**Policy Number** 2.2  
**Title** Board Job Description  
**Section** 2: Governance Process  
**Effective Date** October 27, 2004  
**Reviewed and approved:** May 15 2019 Board Meeting



The job of the Cobourg Public Library Board is to inspire excellence by its leadership, stewardship and advocacy. To that end the Board will:

1. Provide accountability for the activities of the Cobourg Public Library to the citizens of Cobourg and Hamilton Township.
2. Produce written governing policies that, at the broadest levels, address each category of organizational decision making:
  - a) *Ends*: Organizational products, effects, benefits, outcomes, recipients, and their cost or relative worth (what good for which recipients at what cost).
  - b) Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
  - c) Governance Process: Specification of how the Board conceives, carries out and monitors its own task.
  - d) Board-CEO Relationship: How responsibility is delegated and its proper use monitored; authority and accountability for both the CEO and Board roles.
3. Through the Chair or designate actively build relationships with:
  - a) Municipal Councils and senior administrators
  - b) Local school boards
  - c) Economic development, social service and educational organizations
  - d) The media
  - e) The community at large
  - f) The broader Ontario Public Library Community.
4. Assess CEO performance (against policies in 2(a) and 2(b)) annually.
5. Respond to legislative and regulatory changes affecting the library.
6. Ensure that the library is adequately funded to do its business.
7. Promote ongoing Board education that includes Board orientation and training required for the Board to make sound decisions.