

**By-Law 2008-5 Chief Librarian/Chief Executive Officer
Terms of Reference
Elliot Lake Public Library Board**

As required by the *Public Libraries Act, R.S.O. 1990, Ch. P44*, the Elliot Lake Public Library Board shall appoint a Chief Librarian/CEO who shall have general supervision over and direction of the operation of the public library and its staff but is not a voting member of this Board.

The Chief Librarian/CEO shall:

- (1) hold a post-graduate degree from a library school accredited by the Canadian Library Association or the American Library Association or, in the opinion of the Board, is deemed to have equivalent education, knowledge, skills, ability and experience;
- (2) act as secretary of the Board by keeping the minutes of every Board meeting and conducting the Board's official correspondence;
- (3) act as Treasurer of the Board by receiving and accounting for all the Board's money;
- (4) be an authorized signing officer of the Board;
- (5) make all appointments to, all promotions in and removals from the staff of the Library;
- (6) represent the Board at meetings with City Council and administration;
- (7) report to the Board on the affairs of the Library at regular Board meetings and make such recommendations as deemed necessary;
- (8) have such powers and perform other duties as assigned by the Board.

Approved: _____

Chair's signature: _____

Reviewed: Sept. 16/2010

Board motion #: 76/2010

No changes