



## **Executive Officers**

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### **Policy**

The Board's Executive Committee shall be comprised of nine to ten Directors. Executive Officers of the Board shall include three table officers: Chair, Vice-Chair, and Secretary-Treasurer. Additional Executive officers may also include: immediate Past-Chair and Officers-at-large. At least one Executive Committee Member shall represent the Resource Centre, Lethbridge Public Library. Executive Officers form the Executive Committee of the Board. The Executive Committee of the Chinook Arch Board is created by the Board under the Library Regulation Section 25(1) (e) and according to Clause 10 of the System Agreement for Chinook Arch Library Board.

### **Executive Officer Duties**

- The Chair shall preside at all meetings, authorize calls for special meetings and generally perform the duties of a presiding officer. The Chair is a member of all Standing Committees.
- The Vice-Chair shall assist the Chair and preside in the absence of the Chair.
- The Secretary-Treasurer shall be responsible for an accounting of Library System funds and assets, and shall provide a financial report at each Board meeting. The Secretary Treasurer shall Chair the Finance & Personnel Standing Committee.
- The Past-Chair shall act as an Officer-at-large.
- Officers-at-large shall be appointed to chair standing and ad hoc committees in accordance with the Committees Policy.

### **Term**

Term of office for the Chair and Vice Chair table officer positions shall normally be two years. The table officer positions of Chair and Vice Chair may not be held by the same person for more than two consecutive terms. The Secretary Treasurer table officer position and Officers-at-large shall have no term limit.

### **Elections**

Officers shall be elected at the annual Organizational Meeting. Elections for the Chair and Vice Chair table officer positions shall be staggered. Elections to officer positions shall be effective following the organizational meeting each year. Should a vacancy occur, an election may be held at the discretion of the Chair.

The Chairs of Standing Committees shall form a nominating committee to identify candidates for the Executive Committee following the August Board meeting. Nominations may also be made from the floor at the organizational meeting with the prior consent of the nominee.

If an election is necessary, Elections to the Executive shall be by secret ballot.

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## Executive Committee Mandate

The Executive Committee is empowered to act on behalf of the Board between Chinook Arch Library Board meetings, within the Board’s policies and approved budget. The Chief Executive Officer reports to the Executive Committee.

The Executive Committee serves and acts only on authority approved by the Board of Directors. Executive Officers form the Executive Committee of the Board.

## Responsibilities

1. Review Policies and actions recommended by standing committees before their presentation by the standing committees to the full Board.
2. Set the Agenda for the Board meetings.
3. Recommend the establishment of committees as necessary.
4. Report to the Chinook Arch Library Board at every Board meeting.
5. Review the performance of the Chief Executive Officer.
6. Recruit and hire the CEO.

## Meetings

The Committee shall meet a minimum of four times per year.

<b>Last Reviewed:</b>	<b>1 December 2016</b>
<b>Last Revised:</b>	<b>7 April 2016</b>