

POLICY: CONTINUITY OF LIBRARY DIRECTORSHIP

POLICY #: B-GOV-04

COMMITTEE: Governance Committee

PASSED: 27 April 2017

TOPIC: Board Governance

AMENDED:

REVIEW PERIOD: 3 years

PURPOSE

This policy aims to ensure continuity of library directorship between Director of Library Services appointments or during extended unplanned absences of the Director.

POLICY

Leadership plays an essential role in the success of the North Vancouver District Public Library. Changes in chief executive leadership are inevitable, and may occur in emergency or unplanned circumstances. This policy acknowledges that planning for a temporary or unplanned leadership change is a component of good governance, ensures stability in a time of stress and possible confusion, and facilitates the transition to both interim and longer-term leadership.

The Board of the North Vancouver District Public Library is responsible for staffing of the Director of Library Services Position and, therefore, will plan for contingencies due to the unexpected departure, disability or death of the Director of Library Services. The Board will address this risk and meet this responsibility through defined procedures for the following situations:

1. Temporary Unplanned Absence: Short-Term (*up to two months*)
2. Temporary Unplanned Absence: Long-Term (*two months and longer*)
3. Interim Transition Plan in Event of a Permanent Change in Director

The procedures for these situations are detailed in the related guideline BG-GOV-04 Continuity in Library Directorship.

ROLES AND RESPONSIBILITIES

The **Governance Committee** reviews changes to this policy and makes recommendation to the Board for approval of any changes.

The **Library Board** approves and implements this policy and related guidelines.

The **Board Chair** leads the process to implement the guidelines.

The **Director of Library Services** supports this policy and guidelines.

District of North Vancouver Human Resources supports and assists the Library Board in its recruitment and transition processes as requested by the Board.

RELATED POLICIES AND GUIDELINES

- BG-GOV-04 CONTINUITY OF LIBRARY DIRECTORSHIP
- B-HR-03 EXEMPT STAFF ACTING IN A SENIOR CAPACITY
- B-HR-09 APPOINTMENT OF THE DIRECTOR OF LIBRARY SERVICES
- MG-HR-03 EXEMPT STAFF ACTING IN A SENIOR CAPACITY
- B-GOV-07 RISK MANAGEMENT
- [BC Library Act](#)