
Policy Type: **Governance**

Policy Number: **GOV - 08**

Policy Title: **Board Advocacy**

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Policy Review Date: September 2024

PURPOSE

The Milton Public Library Board believes that it has a responsibility to advocate on behalf of public library service for the community. Through its advocacy work, the Board seeks to promote the profile of MPL and illustrate its importance to the community. This policy sets out the advocacy responsibilities of the Board.

SCOPE

1. The Board Chair (or delegate) shall be the official spokesperson for the Milton Public Library on advocacy issues, depending on availability and nature of the issue.
2. In pursuing advocacy activities, the Board shall:
 - a. Respect Federal legislation governing advocacy and lobbying, the *Public Libraries Act* and any applicable bylaws governing local Boards
 - b. Comply with the Library's current Mission Statement and Strategic Directions;
 - c. Encourage Municipal Council to respond to the needs of the public library community
3. In pursuing advocacy activities, the committee shall:
 - a. Review past advocacy initiatives and prepare an advocacy plan each year for approval by the full Board
 - b. Ensure that the municipal council and administration fully understand the important role played by the library in the community and the development of library services, plans and achievements by means of reports
 - c. Participate regularly in activities that build relationships with individuals and organisations that share the interests of the Milton Public Library
4. While recognizing that all Board members may have varying skills in advocacy, all Board members are required to participate in implementing the advocacy plan.

Related Documents:

Public Libraries Act. R.S.O. 1990

Milton Public Library **FN – 01 Mission Statement**



Milton Public Library Board Advocacy Committee

Terms of Reference

1. Purpose

As a standing Committee the Milton Public Library Board Advocacy Committee will fulfill the following objectives;

- recommend to the Library board, an effective and appropriate Advocacy Plan for MPL, and will assist with the implementation of this plan.
- to build and nurture relationships with community influencers in order to increase their understanding of the role, relevance and value of the Milton Public Library; and
- to position MPL positively, in order to secure sufficient and stable support for its core services and strategic objectives.

2. Composition

The Milton Public Library Board Advocacy Committee includes;

- Two (2) members of the Milton Public Library Board
- The Board Chair (ex officio)
- The CEO/Chief Librarian, along with other Management and Administration staff as required (non-voting)

The term of membership will be established at a Board meeting early in the new Board cycle, following a Municipal Election, and will remain in place until the next Election cycle.

A Chair will be elected/appointed by the Board.

Meetings will be at the call of the Chair.

3. Structure

Whenever possible, the Chair will seek to make their decisions by consensus but, when consensus is not possible, the majority will rule.

4. Meetings

Meetings of the Advocacy Committee may be called by the chair of the committee or by a majority of the members of a committee.

5. Duties and Responsibilities

The specific objectives of the Milton Public Library Board Advocacy Committee are:

- Develop Terms of Reference for the committee
- Develop short and long term action plans on an annual basis to support the MPL Strategic and Master Plans.
- Provide an Annual Report to the Board no later than April of each calendar year that outlines the previous year's accomplishments as well as an action plan for the upcoming year.



6. Reporting

Reports will be prepared and provided to the Board as necessary. Motions will be presented where there are specific recommendations related to its mandate.

7. Member Roles

The Milton Public Library Board Advocacy Committee members are responsible for:

- Listening with respect and understanding
- Actively participating in the discussion
- Maintaining a positive and constructive tone when presenting concerns
- Helping to move to a healthy consensus and to define and commit to next steps