

Trent Lakes Public Library



Policy Type:	Governance	Policy Number:	GOV-03
Policy Title:	Committees of the Board	Initial Policy Approval Date:	July 2019
		Last Review/Revision Date:	
		Year of Next Review:	2024

The purpose of this policy is to provide a statement of philosophy and identify key objectives respecting committees of the Board.

This policy shall apply to the Trent Lakes Public Library and Trent Lakes Public Library Board.

Section 1: Responsibility

The Trent Lakes Public Library Board strike committees in areas of interest in order to further the work of the Board. This policy ensures that the Board establishes terms of reference and specific duties for each of these committees, as the need arises.

- The CEO and the Board Chair will ensure that committees are established using the appropriate terms of reference which outline specific duties. The draft terms of reference will be amended/adopted by Board motion.

Section 2: Duties of committees

The purpose of committees is to facilitate the business of the Board.

- Committees shall operate within Terms of Reference established and approved by the Board.

Section 3: Types of Committees

Standing Committees will be permanent committees that deal with a specific issue.

- The Committee Chairs shall be elected by the committee and membership appointed by the Board Chair.
- The Standing Committee members will be appointed at the first meeting of a new term.
- Committee meetings require a quorum to conduct business. If there is not a quorum, the meeting may continue and a report shall be made to the Board.
- Records shall be kept of all meetings.

Ad Hoc Committees may be established by motion of the Board to deal with matters before the Board.

- From time to time the Board may establish ad hoc committees to deal with special matters. The Chair shall appoint these committees and their Chairs. An Ad Hoc Committee that is established by the Board may include non-board members.
- Ad Hoc Committees shall operate for defined periods of time and have a specific purpose which must be defined in written terms of reference.
- Ad hoc Committees coordinate the work, do the research and draft the documents to be reviewed and adopted by the Board as a whole.

Section 4: Limitations

Committees shall not supervise or direct staff.

Related Documents:

Trent Lakes Public Library Committee Policy – Terms of Reference. **(Appendix A)**

OP-03 - Committees of the Board (Continued)

Appendix A

This is an example of an Ad Hoc Committee - in this case created to review policy.

Trent Lakes Public Library Ad Hoc Policy Committee Terms of Reference

1. Purpose:

- a) ensure that the library board's policies meet the requirements of the **Ontario Public Library Guidelines** (OPLG)

2. Responsibilities:

- a) audit and evaluate existing policies based on the OPLG
- b) establish a work plan to review, revise and develop policies required by the OPLG
- c) research, draft and recommend new policies or policy revisions that align with the library's vision, mission and strategic plan

3. Duration of the Committee:

- a) the committee meets until the library's policies comply with the requirements of the OPLG in preparation for accreditation