



# Board Committees

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**PURPOSE:** To define the active committees of the board and their terms of reference.

## **POLICY**

1. The Board may establish the following committees according to the Gantt Chart
  - a. Policy
  - b. Personnel
  - c. Finance
  - d. Marketing/Fundraising
  - e. Building/Grounds
  - f. Other committees as required
2. Individual committees must appoint a presiding Chairperson.
3. Board assignments to the committees will take place at the first board meeting of the calendar year.

## **GUIDELINES**

**Terms of Reference for the active committees on behalf of the Board are as follows.**

1. Policy Committee
  - a. adhere to the Libraries Act and Regulations
  - b. enact, review and revise policies and bylaws
  - c. review the mission statement (Policy B-2) every 2 years
  - d. ensure the Policies on the website and The Board and Policy Trustee Manual are current
2. Personnel
  - a. define roles, responsibilities and function of trustees, Library Manager, staff and service volunteers
  - b. hire, support, conduct regular evaluations and dismiss when necessary, the Library Manager
  - c. ensure adequate trustee orientation
  - d. Annually review The Board Policy and Trustee Manual
3. Finance Committee
  - a. appoint the Treasurer as Chairperson of the committee
  - b. establish budget and financial reporting systems (Policy F- 6 Budget)
  - c. develop an annual budget
  - d. oversee fundraising events
  - e. ensure insurance and capital needs are met and/or planned for
  - f. ensure adequate funding to meet policy decisions
  - g. ensure that, in accordance with the Libraries Act and Regulation, the library's
  - h. financial records are independently audited annually



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4. Marketing/Fundraising Committee
  - a. develop marketing strategies
  - b. coordinate fundraising events and/or opportunities
  - c. participate in fundraising events
  
5. Building/Grounds Committee
  - a. report on the condition of the building and grounds
  - b. ensure maintenance upkeep of the building
  - c. ensure that cleaning contract is current and reviewed every 2 years
  - d. ensure the annual Hazard Building Assessment is complete
  
6. Other Committees: These committees and the Terms of Reference shall be established by the Board as required.

Date of Approval: May 2, 1995

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