



Taber Public Library Policy Manual

Board Policy: Board Committees

PURPOSE:

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

POLICY:

1. The Board may establish the following committees:
 - * Policy
 - * Personnel
 - * Finance
 - * Marketing/Fundraising
 - * Building/Grounds
 - * 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 are as follows:

1. Policy Committee – the committee on behalf of the board shall:
 - * adhere to the Libraries Act and Regulations
 - * enact, review and revise bylaws
 - * review the mission statement every 2 years
2. Personnel – the committee on behalf of the board shall:
 - * define roles, responsibilities and function of trustees, Library Manager, staff and service volunteers
 - * hire, support, conduct regular evaluations and dismiss when necessary the Library Manager
 - * ensure adequate trustee orientation

BOARD COMMITTEES POLICYcontinued

GUIDELINES.....continued

3. Finance Committee – the committee on behalf of the board shall:
 - * appoint the Treasurer as Chairperson of the committee
 - * establish budget and financial reporting systems
 - * develop an annual budget
 - * oversee fundraising events
 - * ensure insurance and capital needs are met and/or planned for
 - * ensure adequate funding to meet policy decisions
 - * ensure that, in accordance with the Libraries Act and Regulation, the library’s financial records are independently audited annually
4. Marketing/Fundraising Committee – the committee on behalf of the board shall:
 - * develop marketing strategies
 - * coordinate fundraising events and/or opportunities
 - * participate in fundraising events
5. Building/Grounds Committee – the committee on behalf of the board shall:
 - * report on the condition of the building and grounds
 - * ensure maintenance upkeep of the building
 - * ensure that cleaning contract is current and reviewed every 2 years
6. Other Committees – these committees and the Terms of Reference shall be established by the Board as required.

Date of Approval: May 2, 1995

Date Reviewed/Revised: October 12, 2004
October 11, 2005
May 13, 2008
May 11, 2010
April 9, 2013
September 8, 2015
April 10, 2018