Carlow/Mayo Public Library

Policy Type: **Governance**

Policy Number: **GOV - 04**

Policy Title: **Committees of the Board**

Policy Approval Date: **January 2020**

Policy Review Date: **January 2024**

The Carlow/Mayo Public Library Board may use ad hoc committees 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.

1. Committees report directly to the board and have no authority other than to draft recommendations or prepare alternatives for the board's consideration.

2. Committees operate for defined periods of time and have a specific purpose which must be defined in written terms of reference.

3. Ad hoc committees coordinate the work, do the research and draft the documents to be reviewed and adopted by the board as a whole.

4. An ad hoc committee that is established by the board may include non-board members.

5. Meetings of committees may be called by the chair of the committee or by a majority of the members of a committee.

6. Committees shall not supervise or direct staff.

Related Documents:

Carlow/Mayo Public Library Ad Hoc Policy Committee – Terms of Reference. **(Appendix A – is an example of committee terms of reference.)**

Committees of the Board (Continued)
Please Note: This is a guideline that may be used for any created committees.
Appendix A

The Carlow/Mayo Public Library Ad Hoc Policy Committee   - Terms of Reference

1. Purpose:

a) ensure that the 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