

External Affairs Committee – Terms of Reference

The External Affairs Committee (EAC) is a standing committee of the Callander Public Library Board. The EAC researches and advises the Board on matters relating to external communication, advocacy, facility expansion, fundraising, and any other work that relates to the Library's external relations.

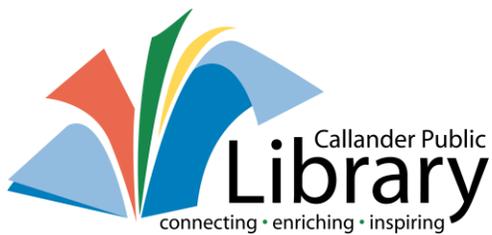
Section 1: Responsibilities

1. Facility Expansion
 - a. Makes recommendations to the Board with respect to a new library facility.
2. Communication and Advocacy
 - a. Makes recommendations to the Board with respect to external communications and advocacy.
 - a. Makes recommendations to the Board with respect to the Library/Municipal relationship.
 - b. Makes recommendations to the Board with respect to partnerships between the Board and community organizations.
3. Fundraising
 - a. Makes recommendations to the Board with respect to potential fundraising opportunities.
 - b. Monitors and evaluates fundraising events and presents finding to board for review and planning purposes.

Section 2:

Membership and Meetings

1. Committee members will be appointed at the second meeting of a new board term.
2. Committee membership will be the same as the board term.
3. The committee shall be chaired by a Board Member elected by the committee at the first committee meeting in the new board term.
4. The number of board members appointed to a committee must be one less than quorum for the whole library board.
5. The CEO and Board Chair shall be ex-officio members and may attend all meetings. The CEO will be secretary for all committee meetings, unless unavailable in which case another committee member will volunteer to take minutes.
6. Community members may be appointed by the Board and will be considered Volunteers of the Callander Public Library and must follow OP-03 Volunteer Policy, complete the library's Volunteer Application and submit a criminal record check. Community members can be appointed for a specific amount of time.



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7. Staff members can be appointed by the board to committees.

Section 3: Communications and Reporting

1. The Committee shall follow a set agenda and document minutes.
2. Meeting minutes will be shared with the library board at scheduled meetings.

Section 4: Duration

1. The EAC will be a standing committee of the Callander Public Library Board, beginning with the appointment of a new board after the municipal election in October 2022 and will exist until such a time that the board dissolves the committee by passing a motion.

Related Documents:

Callander Public Library **GOV-01 By-laws**
Callander Public Library **OP-03 Volunteer Policy**
Callander Public Library **OP-06 Gift Acceptance Policy**