



## Committee Terms of Reference: Policy Development Committee

<b>Type of Policy</b>	<b>Governance - Terms of Reference</b>
<b>Policy #</b>	<b>GOV #3.3 Policy Development Committee</b>

### General Sub-Committees of the Library Board

- Sub-committees shall be established by the Library Board as required – either Standing Sub-Committees or Special Purpose Sub-Committees
- Sub-Committees shall be composed of individuals with expertise or knowledge relevant to the Objectives of a particular committee. Criteria for each sub-committee shall be established by the Library Board. Sub-Committee members may be required to have a Criminal Records Check.
- Some Sub-Committees may require members sign a Confidentiality and/or Conflict of interest Agreement provided by the Library Board. Once it has been established that an Agreement must be signed, breach of that Agreement shall result in the removal of that member from the Sub-Committee.
- The term of the Sub-Committee shall be no longer than the term of the Board
- The Board may decide that a Sub-Committee’s members shall be only Board members
- A Sub-committee may be dissolved once its objectives have been met

### Role of the Policy Development Committee

To develop and maintain Callander Public Library and Library Board policies, as directed by the Library Board and/or CEO.

### Membership Criteria

- Membership limited to Board and CEO
- Members should have skills or knowledge in the creation, presentation and/or editing of written materials, and an interest in library operations
- Committee and sub-committee members may include additional Board Members. .
- Members are volunteers without compensation, unless otherwise specified

### Responsibilities

Policy development committee responsibilities might include:

- Reviewing and updating current policies
- Identifying, creating and maintaining new policies to support efficient library operations, cover legal obligations and protection for staff and the Library Board and to give the public information about the Library’s governance.

### Chair

- The committee shall be chaired by a Library Board Member or Library CEO appointed by the Board or other designate as elected by the committee

- The Chair shall hold the position for a minimum of one full term

#### **Governance**

- The committee shall report to the Library Board through the Committee Chair and meeting minutes
- The committee will abide by all Policies, Procedures and Rules of Order applicable to the Library Board
- The Library Board has authority over all Sub-committees of the Library Board

#### **Communications and Reporting**

- The committee shall follow a set agenda established by the Chair and minutes shall be recorded by the Secretary
- Committee members will have an opportunity to add items to the agenda by contacting the chair or advising at the beginning of the meeting
- Information shall be shared with the Library Board by way of the Committee Chair through a written report or oral summary at a regularly scheduled Library Board Meeting. If required, e-mail may be used to communicate with Board/Committee members, particularly when the time of Board meetings is inconvenient

#### **Meetings**

- The frequency and duration of meetings shall be determined by the Committee members at its first meeting