

Category: Governance GOV-07
Policy Name: **Committees of the Board**
Date Approved: December 12, 2023

Purpose:

The Lake of Bays Township Public Library Board (the Board) may use standing committees to further the work of the Board. This policy ensures that the Board establishes Terms of Reference and specific duties for each committee, as the need arises.

Regulations:

1. Committees will be established at the first meeting of a new term or at any time during the term of the Board as deemed necessary.
2. Committees have a specific purpose which must be described in written terms of reference.
3. Committees operate for the duration of the term of office of the Board.

Procedures:

1. At the first meeting of each committee, a Chairperson and recording secretary will be elected from the committee members.
2. Minutes will be posted on the website and shared in the board portal.
3. Committees will provide a summary report to the Board Chair, one week prior to a meeting.
4. Committees report directly to the Board and have no authority other than to draft recommendations or prepare alternatives for the Board's consideration.
5. Committees coordinate the work, do the research and draft documents to be reviewed and adopted by the Board as a whole.
6. A committee that is established by the Board may include non-board members i.e. staff, OLS consultant, community member, other professionals etc.
7. Meeting frequency will be approved at the first meeting of the committees.
8. Additional meetings may be called by the Chairperson of the committee or by a majority of the members of the committee.
9. Committees shall not supervise or direct staff.
10. Committees will develop a work plan at the first meeting of each year to guide their work.
11. Committee meetings may be run casually without need for motions however minutes must be recorded and posted on our website.

See Appendices for committees and their terms of reference

Related Documents:

Lake of Bays Public Library policy GOV-01 Board Governance

Signature of the Chairperson _____

Document Revision Record:

Revision Level	Date
Initial Approval	December 12, 2023
Last Review/Revision	October 20, 2026
Year of Next Review	2030

Appendix A**Policy Committee** - Terms of Reference**Purpose:**

This committee will research, draft and recommend new policies or policy revisions as needed.

Regulations:

The committee shall make certain that all policies align with the Library's mission, values and vision statements and meet the requirements of relevant legislation and the Ontario Public Library Guidelines (OPLG).

Procedures:

1. The committee will develop an annual work plan based on the policy schedule of review document
2. The committee shall meet as needed using online resources as well as in-person meetings.
3. All policies should be reviewed by the committee within the Board's term of four

years, annually based on legislation, or as needed.

4. If a policy pertains to another board committee, that committee will be consulted in the review process.
5. All policies reviewed or created by the committee will be shared with the board in a timely manner

Appendix B

Fundraising Committee - Terms of Reference

Purpose:

The purpose of the Fundraising Committee is to plan and coordinate additional funding and resources for the Library. The success of this committee will be to enhance and enrich services and operations. As a result, this will raise the profile of the Library among users and the community at large.

Procedures

The committee, working closely with the CEO and library staff, will:

1. Develop an annual fundraising plan to set out goals, design strategies and establish a budget for board approval.
2. Recruit event volunteers as appropriate.
3. Ensure the committee operates in compliance with Board policies
4. Work with community groups and stakeholders to further our fundraising efforts.
5. Identify and maintain a list of existing and potential sponsors, funders, and grants.
6. Assume a lead role in development and delivery of fundraising events and activities.
7. Assist CEO in the developing and cultivation of community fundraising partnerships and sponsor relationship.
8. Develop and maintain strong donor relationship.
9. Determine the composition of the committee to best support the fundraising efforts.

Appendix C

Finance Committee - Terms of Reference

Purpose:

This committee will work with the CEO to prepare and present the annual budget to the Board. This committee is also responsible for monitoring and providing input on all financial aspects of the Library.

Procedures:

1. Review the annual Operating and Capital budgets with the CEO and consultation from the Township Director of Finance and present to the Board for discussion and approval.
2. Use document PRO-01 *Procedure for Budget Estimate Preparation* to create the budget estimates.
3. Make presentations of the budget estimate to Council with support of the CEO.
4. Review and assist the Board to understand the monthly financial statements.
5. Provide input to the Policy committee regarding the financial policies of the Board.
6. Develop a long-term financial strategy for the Board.

Appendix D**Board Development Committee** - Terms of Reference**Purpose:**

This committee will organize or present learning opportunities to the Board relating to current initiatives and best practices associated with their governance role with the goal of enabling each board member to understand their duties and responsibilities, reach their potential, and contribute fully to the work of the Board.

Procedures:

1. Research and develop training sessions for the Board based on the OLS Board Governance website and requests from individuals on the Library Board. Alternatively, if a speaker /consultant is needed based on expertise, the committee will organize the presentation for the Board.
2. Depending on the training topic, present training in a regular Board meeting or when appropriate, a full or half day for extended learning.
3. Lead the Board in completing a self-assessment at the end of the calendar year and use the results to guide relevant training.
4. The committee will plan the training topics by disseminating a survey to Board Members at the beginning of the calendar year to choose topics that are of most interest or have been identified as an Opportunity for Improvement based on the self-assessment results.

5. Ensure there is one consistent representative whose role is to participate in the Ontario Library Service Assembly Board meetings for the term. Part of this role is to report back to our Board to ensure members are kept abreast of and learn from initiatives/innovations being undertaken by other Library Boards.
6. Guide the Board in creating a legacy document in the last year of the term.