

# Chatham-Kent Public Library

## Board Governance Policy

### Board Committees

#### Why:

The **Public Libraries Act, Section 20 (i)** gives the Library Board the authority to appoint committees when practical and beneficial to the goals of the Board. Committees should be used only to strengthen the Board's ability to do its job, not to assist or advise staff.

#### What:

1. Generally, committees shall offer alternatives and implications for Board consideration and make recommendations for debate at a Board meeting.
2. Committees shall not supervise or direct staff nor obstruct the authority of the CEO.
3. Board committees may not speak or act for the Board.
4. The Board has two committee types:
  - a) Standing Committees - there are four standing committees (Budget, Evaluation, Strategic Planning and Fundraising and Policy) that do the preparatory work and make recommendations to the Board. In this work, they are supported by the CEO and library staff, as directed by the CEO.
  - b) Ad Hoc Committees – to be established as the Board deems necessary.
5. The Chair of the Board is the ex-officio member of all committees.

#### How:

1. At the first meeting of a new term or calendar year, the Board shall elect the Chair and appoint members to each of the Committees of the Board.
2. Terms of Reference including the purpose, objectives, authority, membership, time-limits and reporting frequency shall be defined for every committee and approved by the whole Board.
3. Terms of reference must not infringe on CEO authority.
4. As required, ad hoc committees may be established by a motion of the Board to deal with specific, non-regular items of business. An ad hoc committee may have any number of members who are interested in the issue at hand. Ad hoc committees will report recommendations to the Board. Upon completion of its assignment, an ad hoc committee shall be discharged by motion of the Board.
5. Standing committees may be created and dissolved by the board

6. A committee that is established by the board may include non-board members.
7. Every committee has a duty to report regularly to the Board.

**Monitoring**

Policies shall be reviewed once per Board term.

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Background Documents: Public Library Act

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