

Madawaska Valley Public Library Policy Manual

Policy Type: Governance

Policy Number: GOV-04

Policy Title: Committees of the Board

Initial Approval Date: June 2012
Last Review/Revision Date: 2020
Review Date: 2024

The Township of Madawaska Valley Public Library Board may use ad hoc committees to further its work. This policy ensures that the library board establishes terms of reference and specific duties for each of these committees.

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 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 committee members.
6. Committees will not supervise or direct staff.

See Appendix A: Terms of Reference for an example committee.

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Appendix A

Example of an ad hoc committee, in this case to review policy.

Madawaksa Valley 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 OPLG requirements in preparation for accreditation.