

# THE ALBERTA LIBRARY

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## Terms of Reference

### Governance Standing Committee

#### Type of Committee

Standing

#### Purpose

The Governance Standing Committee ensures that structure and governance are in place and that the body of policy is consistent.

#### Responsibilities

- Ensure that the governance of The Alberta Library (TAL) is practical, efficient, and functional.
- Prepare and monitor statements (policies) in the areas of governance and policy-making.
- Review proposed and existing policies to ensure consistency and integration of ideas.
- Ensure that practice follows policy and that policy reflects changing times and practice.
- Develop and implement a plan for review of governance documents.
- Develop a plan for policy review by the Executive Committee and Board.

#### Budget

The Governance Committee does not have an area of budget, however, an expenditure item for meetings is included in the annual budget. Members are reimbursed for all meeting expenses.

#### Membership and Composition

- The Committee is re-established at the Annual General Meeting.
- The preferred composition is 3-5 board members.
- A member of the Executive Committee shall serve as a member of the Governance Standing Committee.
- The Chief Executive Officer is an ex-officio member and acts as secretary to the Committee.

#### Reports

- Written recommendations will be sent to the Executive Committee when necessary.
- A written plan of action will be prepared.
- Reports will be submitted to the TAL Board at each meeting.

#### Meetings

At the call of the Committee chair; may be conference calls or online meetings. A quorum shall be at least two individuals present in person or via other means of communication.

**Evaluation**

Evaluation of the Committee will be carried out annually by comparing the activities of the Committee with the Mandate Statement and with the plan of action. The Mandate Statement will be reviewed before the Annual General Meeting.