

# THE ALBERTA LIBRARY

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## Policy and Procedures

### POLICY ON COMMITTEES

**Statement of Intent:**

The Board of The Alberta Library ensures that there is an effective framework for conducting the business of the organization.

**Policy:**

The Executive Committee is established in accordance with the Articles and the Board's Policies on Terms of Office and Nominations/Elections.

The Board delegates to its Executive Committee responsibility for ongoing business between meetings, in accordance with the Articles of Association.

The Board establishes the Nomination/Elections Standing Committee.

The Board establishes Standing Committees on the recommendation of the Executive Committee.

The Executive Committee and Standing Committees may establish Service Committees.

The Executive Committee, Standing Committees and Service Committees may establish Project Teams.

**Procedures:**

1. The Board approves the Terms of Reference for the Executive Committee.
2. Standing Committees report to the Board. The Board is responsible for:
  - approving Terms of Reference; and
  - appointing members.
3. Standing Committees are Finance, Governance, Advocacy, APLEN, Personnel, and Post-secondary Library Directors (PLDSC).
4. Service Committees provide advice on development and implementation of a specific service or group of services. They are on-going as long as their work is relevant to the organization. The Executive Committee, and/or Standing Committees based on the recommendation of the Chief Executive Officer, establishes their structure and approves their terms of reference. The appointments to Service Committees are made by the CEO from Directors and/or staff of member libraries.

5. Project Teams are charged with completing a specific project with defined timelines and are dissolved once their work is completed. Appointments to Project Teams are made by the CEO. The creating body is responsible for:
  - approving the terms of reference; and
  - forwarding the terms of reference to the Executive Committee for information and review to ensure the work is not being duplicated by another committee and is in concert with the Strategic Plan.
6. Committee work is consistent with The Alberta Library's Strategic Plan.
7. Terms of Reference will be developed in accordance with a standard template. (Appendix A)
8. The Terms of Reference for the Service Committees and Project Teams will be reviewed at least every 3 years by the Committee members and TAL Staff with recommendations to the creating body on any proposed changes.
9. The Chief Executive Officer or designate is an ex-officio member of all committees and/or project teams.

## **Appendix A**

### **Template for Terms of Reference**

**Creating Body:**

**Background Statement:**

**Name of Committee:**

**Type of Committee:** Standing, Service or Project Team.

**Purpose:** Consists of a paragraph or less outlining the overall mandate of the Committee.

**Responsibilities:** Lists the Committee's primary responsibilities and activities, and may include the development of an action plan consistent with the TAL Strategic Plan.

**Authority:** Describes the committee's decision-making authority; financial responsibility and accountabilities.

**Budget:** Describes the budget for committee meetings and activities.

**Membership and Composition:** Includes the number of members, composition, recruitment and appointment procedures and terms of appointment, if desired. If no specific term is desired, this section might state that appointments are renewed annually, to ensure membership is reviewed regularly and adjustments can be made as needed. The Chair is selected by the Committee.

**Reports:** Describes to whom the Committee reports, frequency or timelines and nature of the reports. This section would include timelines for progress reports and completion of projects for project teams

**Meetings:** Describes frequency, who calls meetings and notification procedure.

**Evaluation:** The work of the Committee will be measured against the purpose and responsibilities.

**Review:** The Terms of Reference shall be reviewed at least every three (3) years.