

Policy #11 – Board Committee Terms of Reference

11.1. Governance Committee

The role of the Governance Committee is to advise the board on matters relating to the board's governance structure and processes, policy development, evaluation of board effectiveness, recruitment, education and evaluation of board members.

11.1.1. Product

- 11.1.1.1. Review by-laws and recommend revisions as required
- 11.1.1.2. Review Policies and recommend revisions as required
- 11.1.1.3. Develop Board Governance cycle
- 11.1.1.4. Conduct a process for succession, interviewing and recommending candidates for election to the board
- 11.1.1.5. Evaluate effectiveness of board governance structures processes and recommend changes as required.

11.1.2. Authority

- 11.1.2.1. The committee has no authority to change board policies
- 11.1.2.2. The committee has authority to spend funds required for travel to meetings if meetings are required
- 11.1.2.3. The committee may request money from the entire board for external assistance in governance
- 11.1.2.4. The committee has authority to use staff resource time normal for administrative support around meetings, as well as administrative support included in the overall governance of the board

11.1.3. Composition

- 11.1.3.1. The committee shall be composed of 3 board members one of which is the Chair of the Board, the Chair of the Board shall act as the committee Chair

11.1.4. Term of Office

- 11.1.4.1. Members shall be appointed for a 1 year term

11.2 Ownership Linkage Committee

The Linkages committee works to enhance the Board's effectiveness and efficiency by creating a program of Board two-way dialogue and deliberation with the patrons of the Three Cities Public Library and the broader public to inform Board policy development with emphasis on the Plan of Service

11.2.1 Product

- 11.2.1.1 An initial Plan of Service needs to be developed in accordance with the Cycle set out by Municipal Affairs
- 11.2.1.2 An evaluation of the effectiveness of the Plan of Service annually with input from the board
- 11.2.1.3 Will search out events to help The Board link with the community these may include but are not limited to;
 - Travel Night
 - Developing a Community Planning Committee to assist with Plan of Service Development
 - Community Surveys to assist in determining need

11.2.2 Authority

- 11.2.2.1 The committee has no authority to change board policies
- 11.2.2.2 The committee has authority to spend funds required for travel to meetings if meetings are required
- 11.2.2.3 The committee may request money from the entire board for external assistance in Linkage and Plan of Service Development
- 11.2.2.4 The committee has authority to use staff resource time normal for administrative support around meetings, as well as administrative support included in the overall development of the Plan of Service as well as Linkage events

11.2.3 Composition

- 11.2.3.1 The committee shall consist of at least 3 Board Members, one of which will act as the Chair

11.2.4 Term of Office

- 11.2.4.1 Members shall be appointed for a 1 year term

11.3 Finance and Audit Committee

The purpose of the Finance and Audit Committee is to ensure that the Board of Trustees fulfills its legal, ethical, functional and fiscal responsibilities through adequate finance participation in the development of the budget ensuring that there is adequate security over the organization's funds and accounting records, monitoring of finance activities, and liaison with the external reviewers.

11.3.1 Product

- 11.3.1.1 Options for board decision re: Selection of external financial reviewer and liaison with said reviewer on behalf of the board
- 11.3.1.2 An opinion for the board, based on evidence required of the external reviewer, as to whether the independent review of the organization was performed in an appropriate manner

- 11.3.1.3 Current information for the board on significant new developments in accounting principles or relevant rulings of regulatory bodies that affect the organization
- 11.3.1.4 A self-monitoring report on the appropriateness of the boards own spending based on criteria in the board policy on board expenses, which could include a random check of board expense accounts
- 11.3.1.5 Conduct direct Inspection of all financial documents relevant to the Three Cities Public library including the budget, payroll, employee expense reports and necessary Insurance documentation
- 11.3.1.6 *The Committee can act on behalf of the Treasurer and will work to ensure all payments including payroll are completed in a timely manner.*

11.3.2 Authority

- 11.3.2.1 The committee has no authority to change board policies
- 11.3.2.2 The committee has authority to spend funds required for travel to meetings if meetings are required
- 11.3.2.3 The committee has authority to use staff resource time normal for administrative support around meetings.
- 11.3.2.4 The committee does not have the authority to instruct staff other than to request information required in the conduct of its duties
- 11.3.2.5 The committee has the authority to meet independently with the organization's external reviewers.
- 11.3.2.6 *The Chair of the committee has authority to act as a second signature for signing authority if the Chair or treasurer are unavailable*

11.3.3 Composition

- 11.3.3.1 The committee shall be composed of 3 Board members and they will select a chair from amongst themselves

11.3.4 Term of Office

- 11.3.4.1 Members shall be appointed for 1 year