

STATEMENT OF POLICY AND PROCEDURE

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Subject: **PLAN OF SERVICE COMMITTEE** |

Reviewed: 2023-06-19 | Revised: 2023/11/24 | **Effective: 2019/11/23**

PLAN OF SERVICE COMMITTEE

Mandate

The purpose of the Plan of Service Committee is to develop a strategic plan for the library system. A plan of service, or strategic plan, is required by provincial library regulations and must be filed with the Minister every 3-years.

Responsibilities

Through consultation with stakeholders, the committee will:

1. Develop the Plan of Service
2. Review the plan annually.

Membership

The NLLS Board will appoint three (3) members to the Plan of Service Committee in addition to the Board Chair and Vice Chair, as per policy Sec 2, 1H Committees of the Board.

The Board Chair and Vice Chair will serve as the same on the Plan of Service Committee. The Executive Director will serve as a support and resource to the committee.

Reporting

At each meeting, minutes shall be taken, and meeting minutes shall be forwarded to the Executive Committee. The Plan of Service is to be reviewed by the Executive Committee. Final approval and adoption of the Plan of Service will be made by the Board.

NLLS Executive Board Chair

November 24, 2023

Date of Approval