



Policy Type:	Governance	Policy Number:	GOV-07
Policy Title:	Committees of the Board	Initial Policy Approval Date:	Sep. 17, 2018
		Last Review/Revision Date:	Oct. 21, 2022
		Year of Next Review:	2026

The Mississippi Mills Public Library Board may use standing and/or ad hoc committees to further its work. This policy ensures that the Board establishes terms of reference and specific duties for each of these committees, as the need arises.

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 described in written terms of reference (see Appendix A – Example).
3. Committees coordinate the work, do the research and draft the 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 members of a committee.
6. Committees shall not supervise or direct staff.

APPENDIX A – Example of Terms of Reference for an Ad Hoc Committee

The Mississippi Mills 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 requirements of the OPLG in preparation for accreditation

RELATED DOCUMENTS

- Ontario Library Service, Trillium Public Library: Sample Policies