



# Committees and Committee Mandates

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## Policy

Chinook Arch Library Board has an Executive Committee as required by the Alberta Library Regulation (Section 25(1)(e)). In addition, the Board has created three Standing Committees.

## Executive Committee

1. Executive Officers of the Board form the Executive Committee which is responsible for the smooth operation of the Library System between Chinook Arch Library Board meetings.
2. The Executive Committee is governed by the Executive Officers Policy which includes the Executive Committee Mandate as approved by the System Board.
3. The Executive Committee is empowered to recommend policy to the Board and to administer policy and spending approved by the Board.
4. The Executive Committee is authorized to recruit and evaluate the Chief Executive Officer.
5. The Executive Committee reports to the Board at each Board meeting through the Board Chair and the Standing Committee Chairs.
6. The Chair of the System Board is the Chair of the Executive Committee.

## Standing Committees

1. Current Standing Committees are:
  - a. Finance and Personnel
  - b. Planning and Facilities
  - c. Marketing/Communications
2. The Chair of the System Board shall appoint members to standing committees. An attempt shall be made to have representation from municipalities of varying population.
3. Standing Committees are chaired by Executive Officers of the Board.
4. Standing committees have advisory powers only, unless specifically authorized by the Executive or the Board to act on behalf of the Board.
5. Interested individuals who are former Board members or current trustees of member libraries may be appointed to Standing Committees.
6. The Chief Executive Officer or designates are advisors to each committee and act as liaison between committees.
7. Mandate Statement: Each committee shall develop a Mandate Statement which shall define its purpose and include a list of the responsibilities of the committee and a provision for regular meetings. The Mandate Statement must be approved by the Committee, the Executive Committee and the Chinook Arch Library Board. Mandate statements are reviewed annually for approval at a Board meeting.

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8. Plan of Action: Each committee shall annually prepare a plan of action including a time line to define its proposed activities for the year for submission to the Executive and Board.
9. Review: Each committee will review Board policies related to its Mandate at least every 3 years.
10. Budget: Budgets for Committees are included in the annual operating budget. Each committee should consider whether there are specific funding needs related to its Plan of Action. Committees should inform the Finance and Personnel Committee when specific funds are needed related to their Plans of Action.
11. Evaluation: Self evaluation of each Committee will be carried out annually by comparing its activities with its goals and objectives.

## Sub-committees

The Board or its Standing Committees may establish sub-committees as required.

A sub-committee may be short-term or on-going, and will report to the appropriate standing committee.

## Ad Hoc Committees

The Board or its Standing Committees may establish Ad Hoc committees to advise the Board or the Executive on specific issues. An Ad Hoc committee may be short-term or on-going, and will report to the appropriate standing committee.

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