



Finance and Personnel Committee Mandate

The Finance and Personnel Committee is a standing committee with a mandate to assist the Executive committee to ensure that the Board is fully informed on all financial and personnel issues. The Finance and Personnel Committee defines and recommends System policy in the areas of finance, staff and board personnel.

RESPONSIBILITIES

Finance

1. Review Financial Statements and compare the Budget with actual expenditures and updated forecasts on a regular basis and report to the Executive Committee
2. Recommend financial policies, which support and facilitate System operations, on matters relating to budgeting, accounting and long range financial planning to the Executive Committee.
3. Identify and recommend to the Board an Auditor to annually review the financial operations of the System.
4. Prepare and present the budget to the Executive Committee for recommendation to the Board.
5. Report to the Executive Committee and the Board on the audited Annual Financial Statements.

Personnel

1. Develop and recommend policies to the Executive Committee that are required by the Library Regulation Section 7.1.(b) concerning orientation and continuing education of board members and staff including expenses for attendance at library meetings, conferences, workshops and courses and for memberships in library associations for approval by the Board.
2. Review remuneration and benefit packages annually to ensure staff are fairly compensated for work expectations; recommend changes to the Executive Committee for recommendation to the Board.
3. Review policies regarding personnel developed by the CEO under the Library Regulation Section 7.2.
4. May work with the Chief Executive Officer and/or Associate Director on any personnel issues and concerns.

Meetings

The committee shall meet a minimum of four times a year or as required.

Last Reviewed:	7 April 2016
Last Revised:	7 April 2016