

Policy 6300

Board Committees	
Approved	June 9, 2005
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Policy Statement

The Town of Okotoks Library Board uses committees to implement the goals and objectives of the Plan of Service and to address other matters of concern. The Board may act as a committee of the whole or may strike ad hoc committees as the need arises. The Board maintains operational standing committees whose duties are described below.

The Board may invite members of the community to sit on its standing committees, but all decision-making authority rests with the appointed Board Members.

Purpose/Rationale

Committees allow boards to divide work into manageable sections and distribute the work among board members. This allows for the best allocation of talents, skills and knowledge. Committees can study issues more thoroughly and report the findings to the rest of the board.

Definitions

Ad hoc: formed or used for specific or immediate problems or needs.

Procedures

1. Policy Committee

- 1.1 The Library Director, with the input of Library Staff, and any Board member, will identify to the Policy Committee Library service-related policies requiring updates or amendments.
- 1.2 Board members may identify to the Policy Committee policies requiring updates or amendments.
- 1.3 The Policy Committee will amend and approve Library service policies, and will develop and approve, with the Library Director, policies related to the framework, governance and operational management of the Library.
- 1.4 The Policy Committee will review policies annually.

2. Personnel Committee

- 2.1 A member of the Personnel Committee shall meet with the Director at least twice per month to provide mentoring/feedback to the Director and to stay updated on Library activities.

- 2.2 The Personnel Committee will review the Plan of Service with the Director on a quarterly basis and set goals for corrective action where required.
- 2.3 The Personnel Committee will conduct a Performance Review of the Library Director on an annual basis and set Goals and Objectives for the coming year.
- 2.4 The Personnel Committee will review and investigate personnel matters or complaints not resolved by the Director.
- 2.5 The Personnel Committee will ensure that Board Members receive appropriate Recognition of Service as set out in Policy 6500.

3. Advocacy and Fundraising

- 3.1 The Advocacy and Fundraising Committee will annually review and update, as needed, the Vision presentation for the Okotoks Public Library to present to municipal decision makers, service groups and others in the community.
- 3.2 The Advocacy and Fundraising Committee will develop advocacy materials in partnership with Library Staff.
- 3.3 The Advocacy and Fundraising Committee will participate in community events.
Examples:
 - Attend Chamber of Commerce meetings and/or activities and other Okotoks Service Groups as appropriate, to network and investigate possible partnerships.
 - In partnership with Library Staff, set up and staff a booth at local community events to distribute information about the library.
- 3.4 In partnership with Library Staff, the Advocacy and Fundraising Committee will collect information from patrons and the community to help the library provide the best service possible.
- 3.5 The Advocacy and Fundraising Committee will develop and implement an annual fundraising plan, including a fundraising target.
- 3.6 The Advocacy and Fundraising Committee will evaluate the results of the fundraising plan semi-annually and make changes as needed.
- 3.7 With the assistance of other Board members, the Advocacy and Fundraising Committee will organize and work a minimum of two fundraising events or activities each year.