

2.3 Trustee Committees

Committees are appointed annually at November meeting. Each committee appoints a chairperson. Committee meetings are held as required to complete assigned duties. There are three standing committees: Finance, Human Resources, and Policy. Other committees may be established as needed.

Finance

General Purpose: arrangement and administration of the financial affairs of the Library
Duties: establish and supervise budget and financial reporting systems develop annual budget and review it regularly
acquire and manage Library's assets
make applications to the Town, County and Province for grants and annual funding
Composition: Committee Chair, Board Chair and at least two Trustees
Meetings: as required
Reports: present income and expense statements to Board at each meeting
Budget: voted by Board as required

Human Resources

General Purpose: responsibility for Board and staff personnel
Duties: define the roles, responsibilities and functions of Trustees, Head Librarian, staff, and volunteers
develop human resources policies
oversee evaluation and termination when necessary of the Head Librarian
ensure that volunteer recognition occurs
execute a self-evaluation of Board members to complete once per year
Composition: Committee Chair, Board Chair and at least two Trustees
Meetings: as required
Reports: verbal reports to Board after each committee meeting and at timely intervals
Budget: voted by Board as required

Policy

General Purpose: general and long range policy decisions
Duties: research and propose policy
areas not covered by other standing committees
oversee the development and updates of the Plan of Service
develop, review and revise policies and bylaws
Composition: Committee Chair, Board Chair and other Trustees as required
Meetings: as required
Reports: written reports to Board after each committee meeting and at timely intervals
Budget: voted by Board as required