

Board Committees Policy

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| <i>Topic</i> | Board Governance |
| <i>Authority</i> | Board |
| <i>Related Documents</i> | |

The Regional Municipality of Wood Buffalo Library Board maintains three standing committees:

- Policy and Administration Committee.
- Financial and Legal Committee.
- Executive Committee.

At the annual Organizational Meeting, the Board appoints members to one of the three standing committees.

The Board may appoint ad hoc committees on an as-needed basis.

Standing and ad hoc committees maintain terms of reference that are approved by the Board and reviewed annually.

Committee meetings are not public meetings and the minutes are not public minutes.

Committees report to the Board as needed.

Committee members may include members not on the Board. Appointments to a committee require Board approval.

Committee Terms of Reference

- Committees consist of no fewer than 3 and not more than 5 Board members, to be appointed annually by the full Board at the Organizational Meeting.
- The Board Chair, as an ex officio member, is a regular voting member of each committee.
- The Director is secretary to each committee (non-voting).
- Committees may include membership from non-Board members (non-voting) as required.
- Quorum for committee meetings is two members. The Board Chair may be counted for the purpose of quorum.

Policy and Administration Committee Terms of Reference

The Policy and Administration Committee exists to assist the Board in the oversight of Human Resources policies and Board orientation.

Responsibilities include:

- Review and update Human Resources policies, per the review schedule.
- Review and update Board orientation process, as needed.
- Review grievances brought forward from non-union employees.
- Recruit, hire, and evaluate the Director.

Financial and Legal Committee Terms of Reference

The Financial and Legal Committee exists to assist the Board in the oversight of Financial and Board Governance policies and to ensure compliance with legal and governmental requirements.

Responsibilities include:

- Review and update Financial policies, per the review schedule.
- Review and update Board Governance policies, per the review schedule.
- Review and update the Regional Municipality of Wood Buffalo Library Board Safety and Use Bylaw as needed.
- Review legal or financial matters brought forward to the Board.
- Review the audit process including the audit plan and audited financial statements, and make a recommendation to the Board for approval.

Executive Committee Terms of Reference

The Chair, Vice Chair, most recent outgoing Chair, and one additional member of the Board as elected by the Board form the Executive Committee.

Responsibilities include:

- Determine matters of an emergency nature and communicate such actions to the Board to be ratified at the next regular meeting.
- Act as signing authorities.

History

Created: October 21, 2020.

Revised: January 19, 2022. February 15, 2023.