

Policy Review and Development Committee: Terms of Reference

Appendix 1 to:

Policy: **GOV-03: Committees of the Board**

Initial Policy Approval Date: **January 2006**

Last Review/Revision Date: **June 2019, February 2023, September 2023**

Year of Next Review: **2027**

The Port Colborne Public Library Board (the Board) may use committees to further its work. The Board shall establish terms of reference and specific duties for each of these committees, as the need arises.

1. Purpose

The Policy Review and Development Committee (the Committee) will assess, plan, evaluate, and recommend the development and implementation of policies that support the Port Colborne Public Library (the Library).

The Policy Review and Development Committee shall function in accordance with the Board's By-laws and will be guided by the Library's governance policies including GOV-04: Policy Development.

2. Objective

- a. To review, create, update, and prepare library policies to recommend to the Board for approval.
- b. To review and evaluate annually the Policy Committee Terms of Reference and performance.

3. Membership and Leadership

- a. The Committee shall consist of:
 - Two (2) Board trustees
 - The Chair of the Port Colborne Public Library Board (ex officio)
 - Chief Executive Officer (ex officio) who acts as a resource person and secretary
- b. At the first meeting of the Committee, the members shall appoint a Chair and a Vice-Chair. The CEO and Board Chair are not eligible to act as Chair or Vice-Chair.

4. Accountability

- a. The Committee is accountable to the Board.
- b. The Committee shall report to the Board at the next regular Board meeting following the Committee's meeting.

5. Meetings

- a. The Committee shall meet at a minimum of four (4) times per year to create policies and implement standards when appropriate and in due course.
- b. Meetings of the Committee may be called by the Chair of the Committee or by a majority of the members of a committee.
- c. The Committee shall annually review its terms of reference, set priorities, and evaluate the Committee's effectiveness.

6. Attendance

Committee members shall notify the CEO if unable to attend the Committee meetings to ensure that quorum is available for all meetings.

7. Work Plan

The Committee shall submit a work plan to the Board for approval. The Committee's work plan shall be included into the Board's annual work plan.

Related Documents

- *Public Libraries Act*, R.S.O. 1990, chapter P.44
- BL-01: Statement of Authority of the Board
- BL-02: Composition of the Board and Terms of Reference of Officers
- BL-03: Meetings
- GOV-03: Committees of the Board
- GOV-04: Policy Development