
THE ALBERTA LIBRARY

Policy and Procedures

POLICY ON COMMITTEES

Statement of Intent:

The Board of The Alberta Library ensures that there is an effective framework for conducting the business of the organization.

Policy:

The Executive Committee is established in accordance with the Articles and the Board's Policies on Terms of Office and Nominations/Elections.

The Board delegates to its Executive Committee responsibility for ongoing business between meetings, in accordance with the Articles of Association.

The Board establishes the Nomination/Elections Standing Committee.

The Board establishes Standing Committees on the recommendation of the Executive Committee.

The Executive Committee and Standing Committees may establish Service Committees.

The Executive Committee, Standing Committees and Service Committees may establish Project Teams.

Procedures:

1. The Board approves the Terms of Reference for the Executive Committee.
2. Standing Committees report to the Board. The Board is responsible for:
 - approving Terms of Reference; and
 - appointing members.
3. Standing Committees are Finance, Governance, Advocacy, APLEN, Personnel and Lois Hole Campus Alberta Digital Library (LHCADL).
4. Service Committees provide advice on development and implementation of a specific service or group of services. They are on-going as long as their work is relevant to the organization. The Executive Committee, based on the recommendation of the Chief Executive Officer, establishes their structure and approves their mandate. The appointments to Service Committees are made by the CEO from Directors and/or staff of member libraries.
5. Project Teams are charged with completing a specific project with defined timelines and are dissolved once their work is completed. The creating body is responsible for:

- approving the terms of reference,
 - forwarding the terms of reference to the Executive Committee for information and review to ensure the work is not being duplicated by another committee and is in concert with the Strategic Plan; and
 - appointing members.
6. Committee work is consistent with The Alberta Library's Strategic Plan. The APLEN Strategic Plan is integrated into The Alberta Library Strategic Plan. The Lois Hole Campus Alberta Digital Library Strategic Plan is appended to The Alberta Library Strategic Plan.
 7. Terms of Reference will be developed in accordance with a standard template. (Appendix A)
 8. The Terms of Reference for the Service Committees and Project Teams will be reviewed at least every 3 years by the Committee members and TAL Staff with recommendations to the Executive Committee on any proposed changes.
 9. The Chief Executive Officer or designate is an ex-officio member of all committees and/or project teams.

Appendix A

Template for Terms of Reference

Name of Committee:	
Type of Committee:	Standing, Service or Project Team.
Purpose/Mandate:	Consists of a paragraph or less outlining the overall mandate of the Committee.
Responsibilities:	Lists the Committee's primary responsibilities and shall include the development of a work plan consistent with the TAL Strategic Plan.
Authority:	Describes the committee's decision-making authority; financial responsibility and accountabilities.
Budget:	Describes the budget for committee meetings and activities.
Membership and Composition:	Includes the number of members, composition, recruitment and appointment procedures and terms of appointment, if desired. If no specific term is desired, this section might state that appointments are renewed annually, to ensure membership is reviewed regularly and adjustments can be made as needed. The Chair is selected by the Committee.
Reports:	Describes to whom the Committee reports, frequency or timelines and nature of the reports. This section would include timelines for progress reports and completion of projects for project teams
Meetings:	Describes frequency, who calls meetings and notification procedure.
Evaluation:	Describes when and how the work of the Committee will be evaluated. This might state that an evaluation will consist of a comparison of the activities with the Terms of Reference and work plan.