



GOV 04 Sub-Committees

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1.0 Purpose

The Whitchurch-Stouffville Public Library Board may appoint Sub-Committees to further the work of the Board. This policy ensures that the Board establishes Terms of Reference and specific duties for each of these Sub-Committees as the need arises.

2.0 Guidelines for Sub-Committees

Sub-Committees report directly to the Board and have no authority other than to draft recommendations or prepare alternatives for the Board's consideration.

Sub-Committees operate for defined periods of time and have a specific purpose which must be defined in written Terms of Reference.

Sub-Committees coordinate the work, do the research and draft the documents to be reviewed and adopted by the Board as a whole.

A Sub-Committee established by the Board may include non-Board members.

Sub-Committee meetings may be called by the chair of the Sub-Committee or by a majority of the members of a Sub-Committee. Minutes of such meetings shall be prepared and submitted to the Board, if so stipulated in the Terms of Reference for that Sub-Committee.

Sub-Committees shall not supervise or direct staff.

Appendix A

Finance Sub-Committee Terms of Reference

Authority. The Finance Sub-Committee is created by and reports to the Library Board in an advisory capacity.

Composition. The Finance Sub-Committee shall consist of three members of the Library Board. The Chair of the Finance Sub-Committee shall be selected from among the members of the Finance Sub-Committee. The term of a Sub-Committee member appointment is one year.

Mandate.

1. The Finance Sub-Committee will support the strategic planning process as directed by the Library Board.
2. The Finance Committee works with the Library CEO to develop a fiscally responsible and innovative budget that takes into account changes in Library programming, material and facility needs. Specific outputs are:
 - a. Library annual Business Plan
 - b. Library annual Operating and Capital budgets

Meetings. The Finance Sub-Committee shall meet at least twice annually. A quorum at each meeting shall be at least two members. The Sub-Committee shall have a calendar of business, maintained by the Sub-Committee chair, for the purpose of ensuring that the meeting agenda addresses responsibilities as outlined in these terms of reference.

Reporting. The Finance Sub-Committee shall report to the Board at least two times annually with respect to its activities, and additionally as deemed necessary by the Sub-Committee.

Appendix B

HR Sub-Committee Terms of Reference

Authority. The HR Sub-Committee is created by and reports to the Library Board in an advisory capacity. The HR Sub-Committee shall function in accordance with Human Resources Policies of the Town of Whitchurch-Stouffville and the Library Board.

Composition. The HR Sub-Committee shall consist of three members of the Library Board, including the current Library Board Chair. The Chair of the HR Sub-Committee shall be selected from among the members of the HR Sub-Committee. The term of a Sub-Committee member appointment is one year.

Mandate. The HR Sub-Committee will make recommendations to the Library Board on the following matters:

1. The hiring of a qualified CEO in accordance with the *Public Libraries Act*,
2. The annual evaluation of the CEO based on a careful review of organizational goals and objectives and of the CEO's adherence to the policies set by the Library Board;
3. The mediation of any HR conflicts that may arise between the CEO and library employees;

Meetings. The HR Sub-Committee shall meet at least two times annually or as deemed necessary by the HR Sub-Committee. A quorum at each meeting shall be at least two members. The Sub-Committee shall have an Agenda, maintained by the Sub-Committee Chair, for the purpose of ensuring that the meeting agenda addresses responsibilities as outlined in these terms of reference. Meetings of the HR Sub-Committee shall be open or closed in accordance with the *Public Libraries Act*.

Reporting. The HR Sub-Committee shall report to the Board at least once annually with respect to its activities, and additionally as deemed necessary by the Sub-Committee.

Appendix C

Fundraising Sub-Committee Terms of Reference

Authority. The Fundraising Sub-Committee is created by and reports to the Library Board in an advisory capacity.

Composition. The Fundraising Sub-Committee shall consist of three members of the Library Board. The Chair of the Sub-Committee shall be selected from among the members of the Sub-Committee. The term of a Sub-Committee member appointment is one year.

Mandate. The Fundraising Sub-Committee will make recommendations to the Library Board on the following matters:

1. Identifying and developing fundraising/sponsorship opportunities with the Library CEO;
2. Fundraising initiatives

Meetings. The Fundraising Sub-Committee shall meet at least two times annually or as deemed necessary by the Sub-Committee. A quorum at each meeting shall be at least two members. The Sub-Committee shall have an Agenda, maintained by the Sub-Committee Chair, for the purpose of ensuring that the meeting agenda address responsibilities as outlined in these terms of reference. Meetings of the Sub-Committee shall be open or closed in accordance with the *Public Libraries Act*.

Reporting. The Fundraising Sub-Committee shall report to the Board at least once annually with respect to its activities, and additionally as deemed necessary by the Sub-Committee.