2.5.2 - Terms of Reference - Governance Committee

Description: Standing Committee

Purpose:

The Governance Committee is a standing Committee of the Squamish Library Board made up of Board Trustees to ensure that the Board is engaging in good governance through the provision of governance recommendations to the Board. The Committee works to address topics such as policy and procedure development and revision, new Trustee orientation, Board self-assessment, Board executive nominations and ongoing Board education and training.

Duties and Functions

a) Oversees the development and revision of policy and procedure for the Board to review and approve.
b) Scans the environment for changes that could affect policy.
c) Uses research and best practices to inform the development of library policies and procedures.
d) Develops and maintains currency of the new Trustee orientation procedure and resources.
e) Recommends Board training opportunities (based on Board identified needs).
f) Develops & revises materials to support the annual self-evaluation of the Board.
g) Oversees the annual Board self-evaluation.
h) Contributes action items for the Board Annual Work Plan and implements the annual work plan items.
i) Plans for and ensures the annual assessment of the Director of Library Service is carried out.
j) Ensure that the Board is engaging in good governance through assessment and self-evaluation of the Board.
k) Makes recommendations to the Board to improve the governance of the library and the functioning of the Board and its Committees.
l) Nominates the Board Executive.

Meetings

1. The Committee will meet every two months, or more frequently as decided by Committee members.
2. A quorum shall consist of a majority of members.
3. The Committee will add procedures it considers necessary for the meetings.
4. Meetings may be face-to-face, by teleconference or video conference as needed.
5. A report of the meeting will be forwarded to the Board Chair within 2 days of the meeting.

Agendas, Meetings, Reports and Records

The Committee will keep records of all meetings.
a) A Committee member will take meeting notes on behalf of the Governance Committee.
b) The Committee will maintain copies of its "Meeting Notes", the "Committee Action Plan" and the "Reports to the Board".
c) The Meeting Notes will document the recommendations to take the Board.
d) A report with recommendations will be forwarded to the Board Chair within 2 days of the meeting.
e) The report with recommendations will be provided to the Board at the next Board meeting following Committee meetings.
f) Meeting notes will be stored in the locked filing cabinet in the Director of Library Services office.

Composition of the Committee

The Committee shall consist of:
a) A minimum of three (3) Board Trustees (one of which is the Vice Chair of the Board Executive).
b) The Director of Library Services may attend as needed.
c) Committee members will be appointed by the Board as the need arises.

One Committee member shall be appointed by Committee members as the Committee Lead.
One Committee member shall be appointed by Committee members as the scribe at each meeting.

Committee Lead

The Committee Lead shall:
I. Control the meetings
II. Review previous meeting reports and material prior to the meetings
III. Arrange for the meeting place
IV. Notify members of meetings
V. Prepare meeting agendas
VI. Prepare meeting reports
VII. Appoint a note taker/ scribe for each meeting
VIII. Forward a copy of the report with recommendations (or requests) to the Board for presentation at the next Board meeting
IX. Presents prepared recommendation(s) to the Board for discussion.

Terms

a) Committee members will sit on the Committee for 2 years.

Amendments

a) These terms of reference may be amended by vote of the Committee members and the amendments will brought as a recommendation for change to the Board for approval.
b) The Terms of Reference for the Committee will be reviewed every 2 years.

Adopted: October 21, 2020
Reviewed: November 17, 2021