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Casselman Public Library

Policy Type : **Governance**

Policy Number : **GOV - 04**

Policy Title : **Committees of the Board (Translated)**

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The library board may use ad hoc committees to further its work. This policy ensures that the library board establishes terms of reference and specific duties for each of these committees, as the need arises.

1. Committees report directly to the library board and have no authority other than to draft recommendations or prepare alternatives for the library board's consideration.
2. Committees operate for defined periods of time and have a specific purpose which must be described in written terms of reference.
3. Ad hoc committees coordinate the work, do the research and draft the documents to be reviewed and adopted by the library board as a whole.
4. An ad hoc committee that is established by the library board may include non-board members.
5. Meetings of committees may be called by the chair of the committee or by a majority of the members of a committee.
6. Committees shall not supervise or direct employees.

Related Documents:

Casselman Public Library. Ad Hoc Policy Committee – Terms of Reference (**Appendix A**)