

# Library Board Manual Committee

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## Terms of Reference

### Committee Details

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| <i>Name of Committee</i>             | <ul style="list-style-type: none"><li>• Library Board Manual Committee</li></ul>  |
| <i>Membership &amp; Appointment</i>  | <ul style="list-style-type: none"><li>• Alison Sawyer</li><li>• Marah Farmer</li><li>• Rob Bennie</li><li>• Heather Evans-Cullen</li></ul>  |
| <i>Purpose</i>                       | <ul style="list-style-type: none"><li>• To review and update all bylaws and governance policies, and such operational policies as overlap with the board's mandate, to ensure that they meet the library's needs.</li></ul>   |
| <i>Responsibilities &amp; Duties</i> | <ul style="list-style-type: none"><li>• Ensure all GDPL bylaws and governance policies, and such operational policies as overlap with the board's mandate, are reviewed and updated annually and, if required, new policies are add</li><li>• Review GDPL bylaws annually</li><li>• Develop and implement a plan to update and/or create new policies as needed</li><li>• Place all bylaws and current policies on the Library's website for easy access</li><li>• Review and ensure all current policies reflect the bylaws</li><li>• Ensure the Library Board Manual website page is consistent and current</li></ul> |
| <i>Reporting</i>                     | <ul style="list-style-type: none"><li>• All new or updated policies and bylaws are individually approved by the board</li><li>• The Committee shall report to the membership at the Annual General Meeting.</li></ul>   |
| <i>Frequency of meetings</i>         | <ul style="list-style-type: none"><li>• Meetings shall be held as required as determined by the committee.</li></ul>  |

