

## **Standing Committees Policy**

The James L Hamner Public Library (JLHPL) Board of Trustees (BOT) has established the following Standing Committees. The Chairperson of each Standing Committee shall make regular reports to the BOT.

The only authorized Board Standing Committees are those which are set forth in this policy and these will continue in existence until this policy is modified to delete their authorization.

The JLHPL BOT may also authorize Special Committees for special limited purposes, and serve only until completion of the assignment

Board committees have one essential role--to strengthen and support the work of the JLHPL BOT as a whole. Committees do not normally make decisions. They provide topical recommendations to aid the full board in making decisions. Board committees are not to interfere with delegation from the BOT to the Library Director, or from the Library Director to Library staff.

Accordingly:

1. BOT committees act as focus groups that concentrate on necessary information and background to bring a recommendation to the BOT.
2. Board committees most commonly assist the BOT by undertaking activities not delegated to the Library Director or in coordination with the Library Director, by preparing policy alternatives and implications for BOT deliberation, or by performing specific monitoring functions. Board committees will normally not have direct involvement with current staff operations.
3. Board committees may not speak or act for the BOT except when formally given such authority for specific and/or time limited purposes.
4. This policy applies to any group formed by BOT action, whether or not it is called a committee and regardless of whether the group includes BOT members. It does not apply to committees formed under the authority of the Library Director.
5. Meetings that include 3 or more Trustees shall be considered public meetings. Appropriate notice to the public is required prior to the meeting. Additional requirements for these meetings are noted in the By-laws to ensure compliance with Virginia Open Meeting Laws

James L. Hamner Public Library Policy: Standing Committees

<b>Committees</b>	<b>Their Typical Roles</b>
Evaluation	Develops and updates as necessary an evaluation tool for the Board's evaluation of the Library Director; gathers input from Board members, patrons, staff and others to draft an annual report for the Board's approval
Executive	Oversee operations of the board; often acts on behalf of the board during on-demand activities that occur between meetings, and these acts are later presented for full board review. Comprised of board chair, vice-chair, treasurer, secretary, recording secretary, corresponding secretary, past chair, and committee chairs as necessary.
Budget/Finance	Oversees development of the budget; ensures accurate tracking/monitoring/accountability for funds.
Facilities	Assist the Library Director in improving library facilities
Nominations	Identifies needed board members and their skills; suggests potential members and orients new members; presents slate of officers when necessary
Policy	Develops and reviews policies and procedures.
Planning	Develops and updates five year plan
Public Relations	Represents the organization to the community; enhances the organization's image in the community and with county government