

MANAGEMENT REPORT

Date: April 20, 2021
Author: Christina de Castell, Chief Librarian & CEO
VanDOCS #: DOC/2021/100697
Meeting Date: April 28, 2021

TO: Library Board
FROM: Harlan Pruden, Chair, Governance Committee

SUBJECT: Review of Governance Committee Terms of Reference

SUMMARY

This report provides the current Governance Committee Terms of Reference for review and approval.

PURPOSE

This report is for decision.

RECOMMENDATION

THAT the Board approve the revised Terms of Reference.

COMMITTEE DISCUSSION

The Committee identified editorial changes related to consistency and tone. They have recommended the addition of Reconciliation within the purpose of the Committee, and the inclusion of ensuring processes for evaluating the performance of the Chief Librarian & CEO

BACKGROUND

Each year, Committees review their Terms of Reference and recommend changes if necessary. The Governance Committee reviewed the document on June 15, 2020 and on April 19, 2020 and recommended changes that are illustrated.

Purpose of the Committee

The committee acts as the advisory committee to the Library Board and the Chief Librarian & CEO to ensure the Board is able to govern the organization effectively through:

- ~~creating creation of governance~~ policies and procedures about Board roles and operations;
- recruiting and nominating suitable board members;
- ~~providing ensuring~~ orientation and training programs for board members are provided;
- evaluating the performance of individual members and the board ~~as~~ a whole; and
- recruiting and evaluating the Chief Librarian & CEO
- ~~considering ways to incorporate Reconciliation in governance~~.

Composition

The Committee is comprised of the Chair of the Board, the two Board Vice Chairs, and the SFHR and CRPD Committee Chairs. The Board Chair may appoint other trustees. All Governance Committee meetings will be open to the whole Board and any trustee attending the meeting shall be permitted to vote.

Terms of Reference

- Ensure that policies are created and periodically reviewed which define the roles and responsibilities of the Board and duties and responsibilities of trustees;
- Ensure that policies are created and periodically reviewed which outline the procedures of the Board;
- Ensure that ~~directors~~ trustees are able to discuss, debate, and plan the following from a basis of knowledge:
 - the library's mission, goals, and strategic plan;
 - the organization's budget and financial statements;
 - the roles, duties and responsibilities of the board, committees, individual trustees, and the Chief Librarian & CEO.

- Ensure that the Board, its committees, and its members are able to plan their activities with knowledge of the achievements, abilities, strengths, and limitations of current trustees, staff, and volunteers.
- ~~Monitor~~ Review attendance and contributions of trustees.
- Ensure processes are in place to assess the Board's strengths and weaknesses.
- Ensure processes are in place to assess the performance of the Chief Librarian & CEO
- Recommend recruitment strategies for Board candidates who can augment the strengths of the Board.
- Conduct any business referred by the Board and ~~to~~ liaise with them as appropriate.