

Library Board – OPERATIONS & SERVICE EXCELLENCE Committee

LB 116 TERMS of REFERENCE

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1. Composition

CEO (non-voting, staff resource), Library Board Chair (ex-officio), three (3) other members of the Library Board, at least one of which is a member of Prince Edward County Council, elected annually in January.

2. Term of Membership

One (1) year, elected in January at the beginning of each new year of the Library Board's four (4) year term.

3. Main Purpose

To provide guidance and support to update the 2010 Strategic Plan to enhance library services, optimize resources and support the municipality's Community Development Strategic Plan and provide ongoing assessment of the implementation thereof.

To report to the Library Board at regularly scheduled meeting.

4. Goals

To assist the Library Board in long term planning.

5. Deliverables

Strategic Planning maintained to reflect changing needs of the organization.

6. Jurisdiction

The Operations and Services Excellence Committee reports to the Library Board and makes necessary recommendations to the full board for ratification.

Library CEO acts as resource and advisor to committee.

7. Governance

Fifty percent (50%), plus one (1) quorum

Fifty percent (50%), plus one (1) majority vote governs

Reports to Library Board.

8. Communications

8.1 Telephone and email.

8.2 Chair reports findings verbally or in writing to full Library Board.

8.3 CEO and Chair develop and circulate the agenda of meeting(s) to committee members and to provide draft minutes from these meeting(s).