

Category: Governance
Policy Number: 1-4c
Policy Name: Ad hoc Committees

Status:

Ad hoc Committees will be formed as needed to address specific projects.

Purpose:

The Waterloo Public Library Board may use Ad hoc committees to further the work of the Library Board.

The Library Board establishes terms of reference and specific duties for each of these committees, which will operate for a defined period of time.

Committees report directly to the Board and have no authority other than to draft recommendations or prepare alternatives for the Board's consideration.

Membership:

The Board Chair will appoint the committee and the chair for each Ad hoc committee.

Meetings:

Frequency of meetings will be established by the committee at the first meeting.

Reporting:

A record of meetings will be kept and minutes distributed to the Board.

Budget:

The Committee will operate within the budget approved by the Board as applicable.

Document Record:

June 2003	Initial Release
September 2013	Reviewed