

Category: Governance
Policy Number: 1-4c
Policy Name: Ad hoc Committee(s)
Revision: 2.0

1. Status:

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

2. Purpose:

- 2.1 The Waterloo Public Library Board may use Ad hoc committees to further the work of the Library Board
- 2.2 The Library Board establishes terms of reference and specific duties for each of these committees, which will operate for a defined period of time
- 2.3 Committees report directly to the Board and have no authority other than to draft recommendations or prepare alternatives for the Board’s consideration

3. Membership:

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

4. Meetings:

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

5. Reporting:

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

6. Budget:

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

Document Revision Record:

Revision Level	Revision Date	Change
1.0	June 26, 2003	Initial Release
2.0	September 25, 2013	Reviewed & Updated

Approval:

CEO	Board Chair	Date
..... Laurie Clarke Helen Kaluzny	September 25, 2013