

THE ALBERTA LIBRARY

Terms of Reference

Executive Committee

Type of Committee

Standing, as established by The Alberta Library Articles of Association

Purpose

The Executive Committee fulfills the function of The Alberta Library Board overseeing general operations between Board meetings.

Responsibilities

- Ensure that obligations under the Companies Act and other relevant legislation are met.

Board

- Recommend policy to the Board
- Set agenda and review issues and documents for each Board meeting.
- Report to The Alberta Library Board on actions taken.

Personnel, Facility and Equipment

- Develop personnel and facility framework policy statements
- Recruit and evaluate the Chief Executive Officer, which includes but is not limited to an annual performance review. (Article 55a)
- Ensure quality physical work environment, including but not limited to, work space and equipment, occupational health and safety concerns.

Finance

- Present the budget to the Board. (Article 55b)
- Monitor financial status and reports
- Negotiate contracts, licenses and services on behalf of The Alberta Library, in accordance with the approval of the Board. (Article 55e).

Advocacy and Communication

- Ensure that orientation programs are in place for continued support and enthusiasm as well as the smooth transition of new Board members to the operation of the organization.
- Act on behalf of The Alberta Library Board at provincial meetings or when presenting recommendations on provincial library policy.
- Appoint an official spokesperson on behalf of The Alberta Library. (Article 55d)

Planning

- Ensure a planning process for the organization.
- Recommend Strategic Plan to Board.
- Recommend to The Alberta Library Board future actions for The Alberta Library.
- Establish committees as necessary.

Authority

The Executive Committee derives its authority from the Articles of Association, as well as the delegation of responsibility by the Board through the Board's approval of Executive Committee Terms of Reference. The Executive has the full authority to act on behalf of the Board between Board meetings.

Membership and Composition

The Committee is elected at the Board meeting prior to the Annual Meeting in April, in accordance the Articles of Association and Nominations/Elections Policy. The Alberta Library staff are non-voting members of the Committee. The Chief Executive Officer acts as secretary to the Committee.

Reports

A written plan of action will be prepared. Minutes are electronically circulated to Executive Committee members. Other written reports, as deemed necessary, will be submitted to The Alberta Library Board.

Meetings

Committee meets as required, but no fewer than six times a year. Meetings may be in person, conference calls, or on-line.

Budget

Committee members shall be reimbursed for all meeting expenses.

Evaluation

Evaluation of the Committee will be carried out annually by comparing the activities of the Committee to the Committee Terms of Reference and to The Alberta Library strategic plan.

Approval and Review Date

The Committee Terms of Reference will be reviewed prior to the Annual Meeting.