

## TERMS OF REFERENCE

### Committee Details

<i>Name of Committee</i>	Board Development Committee
<i>Membership &amp; Appointment</i>	This is a standing committee, the members for which will be appointed after each AGM.
<i>Purpose</i>	Develop the Board's capacity to advance the Library's mission, values and strategic plan by providing Library Trustees with opportunities and resources for learning and personal development.
<i>Responsibilities</i>	Individual committee members are responsible for reporting back on actions they have taken to the committee as a whole.
<i>Duties</i>	<p>Inform and promote possible educational resources and development opportunities to Board Trustees.</p> <p>Such opportunities put forward by the committee may include guest speakers to Board meetings, online training, workshops as well as ideas, approaches and/or subject matter for board development to take place during board meetings.</p> <p>Enable interaction between Library staff and the Board to provide better understanding of their respective roles and responsibilities.</p> <p>Facilitate an annual Board evaluation process by providing a suitable questionnaire for every Board member to complete in the month the form is distributed. This Committee will be responsible for tabulating the answers and reporting back to the Board as soon as possible after completion.</p> <p>The committee will be responsible for mentoring new Board members. This will include providing information about the functioning of the Board, its governance policies, and the responsibilities of its various committees.</p>

*Reporting*

The committee chair will report monthly to the Library Board on available and appropriate educational resources and development opportunities.