

GDPL Executive Committee

Terms of Reference

Committee Details

Name of Committee • GDPL Executive Committee

Members of Committee • The members shall be the Chair, Vice-Chairs, and the Chair of the Finance Committee. The Library Director will be an ad hoc member of the committee.

Purpose • To ensure the continuity of the work of the Board between meetings
• To respond to matters of an emergency nature

Accountability • The decisions made by the Executive Committee of an emergency nature are communicated to the Board as soon as possible
• All decisions made by the Executive committee are to be ratified by the Board at the next regular or special meeting

Responsibilities • The Board may authorize the Executive Committee to act on behalf of the Board from time to time.
• In the event of the Chair's absence, the Executive will appoint one or both of the vice-chairs to act on their behalf.
• In the event of an emergency, the Executive will take the necessary actions and make the decisions, provided such actions and decisions are communicated to the Board.

Reporting The Chair will report to the Board at each monthly meeting on behalf of the Executive Committee.

Frequency of Meeting: Meetings shall be held as needed.

