

## Governance Policies and Procedures



<b>Policy Name:</b>	<b>Committee and task Force Policy</b>
<b>Policy Number:</b>	004
<b>Approval Date:</b>	May 5 2022
<b>Date for Review:</b>	Every 3 Years

### INTRODUCTION

The CFLA-FCAB Board will establish committees from time to time to conduct work relevant to the Federation.

### PURPOSE

The purpose of this policy is to define the scope of action and parameters within which committees may be struck and act.

### DEFINITIONS

'Committees' can refer to any of the following:

- Standing Committee: responsible for financial or governance oversight and made up of only CFLA-FCAB board members (e.g. Finance Committee, Executive Committee, Audit Committee)
- Strategic Committee: responsible for a specific program or function (e.g. Intellectual Freedom Committee, Copyright Committee, Indigenous Matters Committee, Metadata and Cataloguing Committee)
- Task Forces: completion of limited tasks on a specific topic (ie development of an information item, an activity, a program etc)

#### **Term of Appointment:**

The length of time of a Task Force shall conclude when the deliverables have been completed. It is recommended that for all committees, team member terms overlap to ensure knowledge transfer and consistency.

### POLICY STATEMENTS:

It is the policy of CFLA-FCAB that all committees are approved by the board of directors and that all related expenses have been budgeted for committee work. CFLA-FCAB committees may not sign on behalf of CFLA-FCAB on any agreements/contracts or incur any financial liability on behalf of CFLA-FCAB.

Any policy, press release, statement, toolkit or other external communication that a Committee or Task Force would like to release must first be approved by the CFLA-FCAB Board and are subject to the CFLA-FCAB Communication Policy. In time-sensitive cases, the Strategic Committee could request that it goes to the Executive Committee instead of requiring the full board's review. The Executive Committee may decide that the matter requires the full board's review.

External requests (eg Media requests) relating to Strategic Committee statements that have already been board approved can be done by appropriate spokespersons as determined by the Strategic Committee without being directed to the board. In the case of any such statement, the Strategic Committee should inform the board through their liaison. If the Chair of the Strategic Committee is unsure which of the above

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a matter falls in, they can consult with their liaison. If the liaison is unsure they can ask the CFLA-FCAB Chair.

Committees must:

- Have a general statement on the goal or role of the committee/task force, what it will do and why it was created. The role should be relevant to the work of the board.
- Clearly define the bounds of responsibility and authority of this committee/task force (scope). What do they need to address and what is outside their area of concern? What can they decide on and what needs to be addressed by the board?
- Create terms of reference to be approved by the board that must include the following:
  - The type of committee
  - A description of the scope of the committee's mandate, responsibilities and goals
  - The number of members required
  - How members are selected and how the chair is appointed
  - The term of appointment of members
  - The term of appointment of the chair and method of ensuring succession planning (ie vice-chair position that plans to take over the Chair role, executive group with alternating term completion years)
  - A description of expertise, skill sets, or representation that is required.
  - The reporting required
  - Identification of the most critical duties and responsibilities
  - Identification of the resources required to meet the various objectives of the committee/task force; meeting expenses, other funds and administrative support.
  - Timelines, meeting frequency, meeting procedures, reporting schedule and communication.
- The Chair of the committee must be approved by the board of directors and annually the CFLA-FCAB board will select a board liaison for each committee
- Members of the committee are engaged professionals with interest and/or expertise in the scope of the committee who respond to calls for members for CFLA committees. All members must be a member of at least one CFLA member association/organization.

### **Joint work:**

Internally: The CFLA-FCAB committees should be encouraged to collaborate internally where appropriate (ie Metadata and Indigenous Matters Committee working together on a toolkit on Indigenous metadata terms etc). Where needed the CFLA-FCAB Chair can facilitate meetings between committee Chairs to discuss scope, timeline, project goals and any other related matters. This work should be project-based to have clear expectations and timelines for both parties involved and be reported in the quarterly reports of both committees as it is shared work. If there is an interest in non-project-based work between committees, it can be considered by the CFLA-FCAB board on a case-by-case basis. Committees interested in this type of joint work

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would want to outline how responsibilities, reporting, and workload would be managed for consideration in a formal written report to the CFLA-FCAB board.

Externally: At times, it may be appropriate for CFLA-FCAB committees to work directly with external organizations such as other non-CFLA committees or associations. In these instances, the opportunity to do joint work should be formally submitted to the CFLA-FCAB in writing for consideration. This written report should outline why the joint work would be beneficial, what fiscal liability there could be, length of commitment, planned deliverables of work, and any other factors the committee believes would be relevant for CFLA-FCAB board consideration. Depending on the liability, scope, or length of time the board may decide to approve the work but require additional structure such as a signed MOU etc as noted in the CFLA External Partnerships Policy. This is to ensure that there is clarity in roles, responsibilities, and any liability.

### Conduct of Committee Members:

- Participation - committee members agree to participate under the committee's Terms of Reference, including expectations for attendance at meetings.
- Communication - committee members also agree to the communication processes established by their committee and CFLA-FCAB. This includes reporting requirements, external communications, media inquiries and other communications related to their work with CFLA-FCAB
- Respect: CFLA-FCAB commits to a respectful organizational culture where its staff and volunteers have the right to work free from harassment or violence. All committee members must commit to the CFLA-FCAB code of conduct. Harassment of committee members by external or internal parties will not be tolerated and committee members are strongly encouraged to report such behaviour to the Board Chair.

### **RELATED DOCUMENTS:**

Committee Terms of Reference Template.

Committee Quarterly Report Template

CFLA-FCAB Bylaw no.1 article 46: Committees of the Board of Directors.

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## **XX Committee Terms of Reference**

**Terms of reference should describe the scope of the committee's responsibilities, the limits of its authority, the results it is expected to achieve and the reporting required.**

### **Mandate:**

A general statement on the goal or role of the committee/task force, what it will do and why it was created. The role should be relevant to the work of the board.

Clearly define the bounds of responsibility and authority of this committee/task force (scope). What do they need to address and what is outside their area of concern? What can they decide on and what needs to be addressed by the Board?

### **Responsibilities/Objectives:**

Set out a list of the most critical duties and responsibilities of the committee/task force.

### **Deliverables:**

List the specific goals or intended outcomes of the committee/task force. What is the committee/task force expected to accomplish?

### **Composition:**

Indicate the type and number of members required, how members are selected and how the chair is appointed. It's possible that representation from particular member associations or stakeholder organizations may be required, or that specific skill sets or experience are required for members. This may also include member roles as well.

### **Decision Making:**

Indicate how committee decisions will be made (ie. majority) in making recommendations to the CFLA board.

### **Resources and budget:**

Identify the resources required to meet the various objectives of the committee/task force – equipment, materials, rooms, funds and administrative support.

### **Timelines**

State milestones, meeting frequency and location, quorum, details about agendas and minutes (how these will be distributed, available online, who prepares them, etc.), communication between meetings, reporting to the Board.

In addition, state a timeline for regular review of the TOR by the Board.

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### **Type of Committee:**

- Strategic Committee** (responsible for a specific program or function)
- Task Force** (time-limited tasks on a specific program or activity)

### **Term of Appointment:**

State the term of appointment of members of the committee. In the case of a Task force, state the period of time it shall remain in effect, concluding when the deliverables have been completed. It is recommended that for all committees, members terms overlap to ensure knowledge transfer and consistency.

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Committee Quarterly Report Template. (Must be submitted quarterly but may be submitted more often, it is recommended to have the committee liaison present the report at the next CFLA Board meeting though other committee members may wish to also attend in some instances which can be arranged by contacting the CFLA Chair).

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### **Committee Report**

Committee Name:  
Date:  
Submitted by:

#### **Issues Resolved**

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#### **Issues Ongoing**

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#### **New Issues**

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#### **News/items of interest**

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