



# IHLS Board Committee Charges

## **IHLS Bylaws Section 10. Committees**

The President of the Board of Directors shall appoint committees. Membership on standing committees is limited to members of the Board of Directors; excluding the Nominating Committee which is made up of members only. Membership on committees shall be not less than three. Members of the Board of Directors are limited to membership on two standing committees, excluding the Executive Committee. Terms on committees are for one year, or until such time as new appointments are made.

All IHLS Board committees are advisory only except the Executive Committee and the Nominating Committee. Advisory committees do not have the authority to make binding recommendations or determinations or to take any other substantive action.

### **Executive Committee:**

The elected officers of the Board of Directors plus one other Board member shall constitute the Executive Committee. A majority of the Executive Committee may authorize payment of bills in the event a meeting cannot be held. The duties of the committee shall be:

- a. To conduct business between regularly scheduled meetings of the Board of Directors
- b. To provide for the annual evaluation of the Executive Director
- c. To review the Bylaws of the System annually

Standing Committees (other than Nominating Committee for the Board of Directors):

### **Finance Committee:**

- a. The Treasurer shall be the chairperson of this committee
- b. To monitor System revenue and expenditures and report significant variances to the Board of Directors\*
- c. To review expenditures over \$2,500.00 that are not included in the approved budget
- d. To review monthly projections of cash balances that are provided by the Finance Director
- e. To review and provide guidance to the Board of Directors on policies or recommendations having potential financial implications
- f. To review annual audit findings
- g. To expect the Finance Director to brief the committee on upcoming known issues that will skew the financials in some significant manner
- h. To review and recommend the Pay Grade Assignments appropriately based upon information from the Executive Director.

\*The committee would not generally expect to be involved in financial matters that are within the parameters of an established budget, other than as a monitor function. Certainly, establishment of policies that impact finances, anything that would suggest the need to expend contingency funds or move funds, is within the realm of Committee purview. It would be our

desire to review planned changes before taking them to the Board when changes from the budget are proposed (even if the overall budget for the line will remain unaffected). For example, when creating a new position not initially funded or deciding to add/eliminate a capital project, the Committee would expect to review and comment on such a change to the Board.

**Delivery and Facilities Committee:**

- a. To review the property needs of the System
- b. To review that system property fits into the System strategic plan
- c. To review property leases and purchases
- d. To review delivery policies

**Personnel Committee:**

- a. To review position descriptions and staffing requirements of the System
- b. To review and make recommendations to the board regarding Personnel Handbook of the System

**Policy and Membership Committee:**

- a. To review and make recommendations to the board regarding the service policies of the System
- b. To review progress in fulfilling the System Operational Plan
- c. To review continued membership eligibility of libraries that are members of the System

**Nominating Committee for Officers of the Board:**

- a. To develop a slate of officer candidates from the Directors serving on the board at the beginning of the fiscal year
- b. Each candidate shall be contacted about their willingness to serve as an officer
- c. The Slate of Officers shall be voted on at the July meeting of the Board Ad Hoc Committees

**Ad Hoc Committees:**

- a. The President may appoint Ad Hoc committees as needed. Members of Ad Hoc committees may also include other personnel associated with the System, but who are not members of the Board of Directors.
- b. Ad Hoc committees must include members of the Board, and no library associated with the System can have more than one member on an Ad Hoc committee.