



# CAAL-CBPA Committee Handbook

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## General

The primary function of a committee is to contribute to the efficient operation of an organization. CAAL-CBPA committees advance organizational priorities within their scope and mandate, and as defined in the CAAL-CBPA Strategic Plan.

Productive meetings require the contribution of all members of the committee, working as a team and taking joint responsibility for ensuring that issues are given due consideration and decisions taken.

## Agendas and Minutes

- Committee and working group agendas will use the [agenda template](#).
- Agendas should include the following:
  - CAAL-CBPA logo
  - List of members
  - Committee name
  - Meeting date & time (inc. time zone, ex. AT, NT, etc.)
  - Meeting location (if in-person) and/or Virtual meeting access Info
  - CAAL-CBPA Territorial Acknowledgement
  - Name of meeting secretary (designated in advance either for a term or on a rotational basis)
  - Link to minutes of most recent meeting
  - Action items from previous meeting(s) with the name of the responsible party
  - Indication of whether items are for information, feedback/comments, or a decision needed
  - Agenda items priority and allocated time.
- The meeting minutes are created in the meeting agenda after a copy of the original agenda is made in the Google Drive folder by the Executive Director if in attendance at the meeting, or by the Chair/Co-Chairs if the Executive Director is not in attendance. The document title is changed from agenda to minutes, as is the document header.
- Minutes should include the following:
  - Names of those present and those who sent regrets.
  - Brief summary of key points in each agenda item.
  - Action items as appropriate with the name of the responsible party.

## Communication

- Use the CAAL-CBPA Teams account for committee meetings.
- Use Outlook calendar for meeting scheduling.
- Provide clarity as to the purpose of the meeting.
- Use committee listserv to disseminate committee-wide communications.
- Send out draft agenda five business days in advance of meetings to ask committee members for agenda items.
- Send out final agenda at least three business days in advance of the meeting.

- All committee members are required to adhere to the CAAL-CBPA Code of Conduct during committee activities, meetings, and discussions.

## Document Management

### Google Drive

- All committee documents should be saved in the committee's Google Drive space.
- Agendas and minutes should be saved in the Minutes folder.

### File Naming Structure

- Agendas will follow the convention: Agenda\_CAAL-CBPA-[Committee-name]\_YYYY-MM-DD
- Minutes will follow the convention: Minutes\_CAAL-CBPA-[Committee-name]\_YYYY-MM-DD
- Forms will follow the convention: [Event-name]\_[Form-purpose, e.g. Survey, Poll, RSVP, Registration, etc.]\_YYYY-MM-DD
- Documents will follow the convention: CAAL-CBPA-[Committee-name]\_[Document name]\_YYYY-MM-DD

## Board Liaison

### Board Liaison Definition

A Board Liaison is a member of the Board who maintains a critical connection between the Board of Directors and a designated committee. Board Liaisons may volunteer or be appointed by the Board. Assignments normally begin annually in September after the AGM. The primary purpose is to facilitate communication between the Board and committees. The Board Liaison is the Chair's primary contact for all governance related issues and supports the Chair with leadership of the appointed group as necessary.

### General Board Liaison Responsibilities

- Immediately following the CAAL-CBPA AGM, the Board Liaison contacts the Chair of the committee to which they liaise to initiate their working relationship.
- Facilitates communication between the Board and the committee.
- Ensures that the committee operates within the parameters of their scope and mandate.
- Ensures that the work of the committee stays aligned with the strategic plan goals and priorities and the committee's [Terms of Reference](#).
- Fosters collaborative working relationships between the Executive Director, Chair, and committee members.
- Works with Chairs to ensure long-term productivity of the committee.

## Specific Tasks

### Supporting the Work of the Committee

- In consultation with the Executive Director, confirms Committee membership during the open call process.
- Attends committee meetings.

### Helping the Chair with Leadership & Management Issues

- Works with Chair and Executive Director to ensure appropriate Chair succession planning and leadership development of committee members.
- Provides support to the Chairs in maintaining a strategic focus in committee meetings and activities aligned with the current CAAL-CBPA Strategic Plan.

### Facilitating Communication Between the Board and the Committee

- Acts as an advocate for the group during a Board meeting, as appropriate.
- Reports to their Chair any relevant action taken by the Board.
- As needed, assists Chair with governance issues, such as interpreting how the work of the committee supports the strategic plan.
- Assists Chair with submitting recommendations to the Board as needed.
- Provides a standing report on Board activities at Committee meetings.

## Communications

- Reviews and provides feedback to Chair, or Co-Chairs, on reports prior to submission to the Board.

## Committee Chair

### Committee Chair Definition

Chairing is a key role on any committee. The Chair must ensure that the committee functions properly, that there is full participation during meetings, that all relevant matters are discussed, and that effective decisions are made and carried out.

### General Responsibilities

- The Chair is responsible for encouraging meaningful participation and understanding in terms of expectations of committee members' contribution to the work of the committee. This includes encouraging committee members to: Be prepared, follow through on tasks, meet deadlines, communicate in a timely manner, be respectful/congenial towards the Chair and other members, and understand the overall goals/tasks of the group.
- The Chair will submit quarterly reports to the Board, per the [report template](#), ensuring that the Board Liaison has reviewed the report in advance.
- At the beginning of the committee year in September, the Chair will work with committee members to identify a regular meeting date and time that works for all committee members. At

minimum, committees should meet monthly, except in July and August when CAAL-CBPA committees are normally on hiatus.

## Specific Tasks

### Pre-Meeting

- Send out the draft agenda five business days in advance of meetings to ask committee members for agenda items.
- Send out the final agenda at least three business days in advance of the meeting. The agenda should include an indicator of the objective for each agenda item (e.g. D=Decision Needed; F=Feedback/Comments; I=Informational)
- Distribute other meeting materials as appropriate when sending out the agenda.
- If required, prepare attendees on an individual basis for the meeting.

### Meeting Responsibilities

- Read the Land Acknowledgement at the beginning of the meeting.
- Identify context and impact of items under discussion.
- Manage the discussion.
- Conclude the meeting with a “wrap-up” to ensure that everyone leaves with clarity as to the outcomes (e.g. decisions made, action items, etc.)

### Post-Meeting Responsibilities

- The Chair will confirm that decisions, action items, and responsibility for action items are clearly identified in the minutes.
- On a quarterly basis, submit a short, written report to the Board updating them on the committee’s activities since the previous Board meeting and including any recommendations from the committee. Ensure that the Board Liaison has reviewed the report in advance before submitting.

## Committee Members

### Role of Committee Members

Committee members support and advance organizational priorities within the committee’s scope and mandate.

## Specific Tasks

### Pre-Meeting

- Respond to calendar invites. If not able to attend, send regrets to the Chair in advance of the meeting.
- Read all meeting documents in advance of the meeting.

- When contributing to the agenda, adding items, or New Business, provide information and relevant documents at least three days in advance of discussion. Committee members may share information / documents earlier than the specified minima, along with suggestions for agenda items, preceding the official call for agenda items. Agenda items can also be added at the beginning of the meeting when the agenda is approved.

### Meeting

- Attend meetings.
- Engage and participate constructively in meetings.

### Post-Meeting

- Read meeting minutes.
- Take any action as identified at the meeting (and captured in the meeting minutes).

### Committee Meeting Secretary

- Role rotates among committee members or is designated per the Committee Chair. The Board Liaison and Committee Chair/Co-Chairs should not normally serve in this capacity.
- Capture key discussion points and action items.
- Record those present and regrets.
- Normally, minutes are done in real-time. The final version is complete and available to committee members within three [3] business days of the end of each meeting.

### Executive Director

- Onboarding
  - Facilitates a smooth transition from the out-going Chair to the in-coming Chair.
  - Ensures that the Chair has read and understands the Committee Handbook.
  - Helps the Chairs understand what they are empowered to do in their role as group leader, including: Creating a work plan, delegating tasks, making assignments, setting deadlines, mentoring new group members, scheduling meetings/e-chats, contacting the CAAL-CBPA Executive Director and Board Liaison with questions, concerns, or other issues.
- In consultation with the Board Liaison, confirms Committee membership during the open call process.
- The Executive Director provides direction on operational topics, such as event and meeting logistics, CAAL-CBPA policy interpretation questions, scheduling virtual meetings, etc.
- Attends monthly meetings of committees as needed as an ex officio member of each committee. If unable to attend, notifies the Board Liaison and Chair in advance.
- Identifies potential cross-collaboration opportunities (e.g., between/among committees or between/among appointed groups and) and initiates/facilitates conversations on these opportunities to ensure alignment with each committee's strategic priorities and scope of work (as per the strategic plan and annual committee task list) while avoiding duplication of effort.

- Guides Chairs toward appropriate resources to help them with their leadership role, including training webinars and podcasts.
- Ensures that quarterly Chair reports are submitted to the Board (Due: February, May/June, October), and that the Board Liaison has seen and approved them before submission.
- Recognizes the work of the Chair and group members, including sending them thank you messages for National Volunteer Week (held annually in April), and a letter when a member leaves the committee. The Executive Director will send certificates acknowledging the Chair's service to CAAL-CBPA at the end of their term as Chair.
- Periodically check-in with committee Chairs to see how things are going and if they have any questions.
- Informs the Chair and Board Liaison of any changes in membership, including the Chair and Board Liaison positions, and including contact information.

### **Supporting Documents**

1. [CAAL-CBPA Policies & Procedures Manual](#)

## Appendix A: Agenda Template



### CAAL-CBPA [insert committee name] Committee Meeting [insert date - Month Day, Year], [insert time in AT / NT] Agenda

*CAAL-CBPA represents member libraries across the region, all of whom sit on the unceded and traditional territories of First Peoples. In Newfoundland and Labrador, our libraries sit on the homelands of the Inuit of Nunatsiavut and NunatuKavut, the Innu of Nitassinan, the Beothuk and the Mi'kmaq peoples. In Prince Edward Island and Nova Scotia, we find our friends and colleagues situated on the territory of the Mi'kmaq. In New Brunswick, libraries are found on the land of the Wəlastəkwiyik, Mi'kmaq, and Passamaquoddy Peoples. We at CAAL-CBPA wish to express our sincerest gratitude to the First Peoples who share their ancestral homelands with us all.*

**D=Decision Needed**

**F=Feedback/Comments**

**I=Informational**

#### Meeting Secretary:

1. Call to Order
2. Approval of Agenda (D)
3. Approval of the Minutes of [insert date of last meeting with link to minutes] (D)
4. Business Arising from the [insert date of last meeting], Meeting
5. New Business
6. Next Meeting - [insert date and time of next meeting]  
Secretary: [insert name of secretary for next meeting]
7. Adjournment

## Appendix B: Committee Terms of Reference Template



CAAL-CBPA [insert committee name]

Committee

Terms of Reference

Approved by Board: [insert date]

### Introduction

[Add language to provide a context for the committee].

**Example:** All levels of government at all levels create vast quantities of information in many different formats and for a variety purposes. Government information needs to be collected, managed, preserved, and made discoverable for current and future generations. Libraries have a key role to play in ensuring government information is collected, managed, preserved, and made discoverable.

### Mandate And Role

The [insert name of committee] ([insert acronym]) focuses on advancing several of CAAL-CBPA's strategic goals, particularly those related to [insert headings of relevant goals from CAAL-CBPA's Strategic Plan, ex. Preservation and Digital Collections].

The role of the [insert name of committee] is to:

- [add bulleted broad roles for the committee, ex. develop initiatives that foster sharing of knowledge and optimize our resources and expertise]

**Example:** foster sharing of knowledge within the Atlantic region and beyond, to optimize resources and expertise in the area of government information.

### Authority

The CAAL-CBPA [insert name of committee] receives its authority from the CAAL-CBPA Board of Directors, as per section 7.3 of the CAAL-CBPA By-Laws.

### Responsibilities

The [insert name of committee] will:

1. Develop best practices in [insert language specific to the committee, ex. managing government information, ex. digitization/preservation of unique collections].
2. Represent the interests of the Atlantic region at a national level in discussions and initiatives related to [insert focus of the committee, ex. government information].
3. Provide awareness and training opportunities for staff across CAAL-CBPA institutions in the area of [insert focus of the committee, ex. government information].
4. Coordinate the [insert specific coordination role], and the policies related to them, across CAAL-CBPA institutions.
5. Identify key areas where there is value in collaboration and develop opportunities for collaborative engagement in the area of [insert focus of the committee, ex. government information].
6. [Add any additional roles specific to the committee].

## **Membership**

The [insert name of committee] is normally comprised of six (6) to eight (8) CAAL-CBPA members with at least one (1) Board member, as approved by the Board of Directors. Committee members will be selected for their expertise in the area of [insert focus of the committee]. The CAAL-CBPA Executive Director shall serve as a support person to the Committee. The Chair is selected by the Committee and shall normally not be the Board representative.

## **Term of Membership**

Members serve on the Committee for a two (2) year term. A member can serve no more than two terms in succession; but may serve again on the same committee in a non-consecutive term. Exceptions to this limit on consecutive terms may be made at the discretion of the Board. Membership is finalized prior to the first meeting to follow CAAL-CBPA's Annual General Meeting.

## **Meetings**

The [insert name of committee] meets no less than four (4) times a year normally via virtual modes.

## **Reporting**

The Committee provides a written report for the Board at each Board Meeting. Additional reports may be submitted upon completion of a specific activity.

## **Communication**

The Committee communicates using the CAAL-CBPA teleconference system and the CAAL-CBPA [insert name of committee] mailing list, [insert mailing list link].

When committee membership is not fully representative of all member institutions, it is crucial that communication mechanisms be in place to ensure that all member institutions have a voice in the

Committee’s activities and deliberations. To facilitate this bi-directional communication, Committee members must actively engage in regular dialogue with institutions not represented in the Committee membership, as well as within their own institutions. This communication includes, but is not limited to, ensuring that Committee meeting agendas and minutes are regularly posted to the CAAL-CBPA website in a timely manner.

### **Collaboration**

The [insert name of committee] collaborates with the [insert names of relevant committees] on relevant projects.

Created [Month Day, Year]; Rev. [Month Day, Year]

## Appendix C: Sub-Committee Terms of Reference Template



CAAL-CBPA [insert sub-committee name]

Sub-Committee

Terms of Reference

Approved by Board: [insert date]

### Introduction

[Add language to provide a context for the sub-committee].

Example: All levels of government at all levels create vast quantities of information in many different formats and for a variety purposes. Government information needs to be collected, managed, preserved, and made discoverable for current and future generations. Libraries have a key role to play in ensuring government information is collected, managed, preserved, and made discoverable.

### Mandate And Role

The [insert name of sub-committee] ([insert acronym if appropriate]) focuses on advancing several of CAAL-CBPA's strategic goals, particularly those related to [insert headings of relevant goals from CAAL-CBPA's Strategic Plan, ex. Preservation and Digital Collections].

The role of the [insert name of committee] is to:

- [add bulleted broad roles for the committee, ex. develop initiatives that foster sharing of knowledge and optimize our resources and expertise]

Example: foster sharing of knowledge within the Atlantic region and beyond, to optimize resources and expertise in the area of government information.

### Authority

The CAAL-CBPA [insert name of sub-committee] receives its authority from the CAAL-CBPA Board of Directors, as per section 7.3 of the CAAL-CBPA By-Laws.

### Responsibilities

The [insert name of sub-committee] will:

1. [Add roles specific to the sub-committee].

## **Membership**

The [insert name of sub-committee] is normally comprised of two (2) to six (6) members drawn from the membership of the parent committee. Additional sub-committee members from outside of the parent committee may be invited to participate as members to provide expertise as required. The CAAL-CBPA Executive Director shall serve as a support person to the Sub-Committee. The Chair is selected by Sub-Committee members and shall normally not be the parent committee's Board Liaison.

## **Term of Membership**

Due to the focused nature of Sub-Committee work, members may serve on the Sub-Committee for as long as they are members of the parent committee, or as their expertise is required if they are from outside of the parent committee's membership. Membership is finalized prior to the first meeting to follow CAAL-CBPA's Annual General Meeting.

## **Meetings**

The [insert name of sub-committee] meets no less than four (4) times a year normally via virtual modes.

## **Reporting**

The Sub-Committee provides regular updates to the members of their parent Committee at committee meetings. Updates on their activities are also included as a part of the Committee's written report to the Board at each Board Meeting. Additional reports may be submitted upon completion of a specific activity.

## **Communication**

The Committee communicates using the CAAL-CBPA videoconference system and the CAAL-CBPA [insert name of sub-committee] mailing list, [insert mailing list link].

## **Collaboration**

The [insert name of sub-committee] collaborates with the [insert names of relevant committees and/or sub-committees] on relevant projects.

Created [Month Day, Year]; Rev. [Month Day, Year]

## Appendix D: Committee Report Template



## CAAL-CBPA [insert committee name] Committee Report to the Board

[Month Day, Year]

**Members of the Committee:** [Name, Chair (Institution abbrev.); Name, Board Liaison (Institution abbrev.); Name (Institution abbrev.); Name, Invited Guest (organizational affiliation if appropriate);...]

**Meeting Dates:** [YYYY-MM-DD; ...]

- Events
- Action items accomplished organized by Strategic Plan Goals/Objectives
- Recommendations and questions to the Board