Policy Type: **Governance**

Policy Number: GOV - 04

Policy Title: **Committees of the Board**

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SEVERN TOWNSHIP PUBLIC LIBRARY

The Severn Township Public Library Board may use ad hoc committees to further the work of the Board. This policy ensures that the Board establishes terms of reference and specific duties for each of these committees, as the need arises.

1. Committees reports directly to the Board and have no authority other than to draft recommendations or prepare alternatives for the Board's consideration
2. Committees operate for defined periods of time and have a specific purpose
3. Ad hoc committees coordinate the work, do the research and draft the documents to be reviewed and adopted by the Board as a whole
4. An ad hoc committee that is established by the Board may include non-board members
5. Committees shall not supervise or direct staff