

# Leadership Team

## Terms of Reference

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### **1. Type**

The Leadership Team is an internal decision making group of working staff led by the Chief Librarian.

### **2. Purpose**

The Leadership Team meets regularly to discuss and make decisions on library management, communication, finance and operations. This meeting serves as a means of communication between the public service, support, circulation and branch services, and finance and administration departments.

### **3. Mandate / Responsibilities**

- Recommendation to the Library Board for additions or changes to policies
- Decisions on recommendations brought forward from internal working groups and committees; for example, the Librarians' Meeting, Health and Safety Committee, Employee Relations Committee, etc.
- Decision on recommendations brought forward by Team members on marketing, finance, staffing, facilities, communication, programs, services and operations
- Development or amendment of procedures and guidelines

### **4. Structure and Membership**

The committee is made up of the Chief Librarian, Public Service Manager, Support and Circulation Services Manager, Controller of Finance and Facilities, and the Marketing and Communications Coordinator.

### **5. Procedures**

The Chief Librarian acts as chair and is responsible for the agenda and final draft of the minutes.

### **6. Decisions**

The Leadership Team makes its decisions by consensus. When consensus cannot be reached, the Chief Librarian makes the final decision, taking the majority opinion into consideration.

## **7. Reporting**

Approved minutes and reports are made available to all staff.

## **8. Meeting Schedule**

The committee meets every second week or as required.

The first meeting of each year will review and update the Terms of Reference for this group.