

- a) The committee is responsible for the organization and operation of the library.
- b) It receives an annual review with recommendations for the library service.
- c) It recommends the appointment of the librarian-in-charge.
- b) It advises on policies and guidelines for the library where appropriate.

### **GUIDELINES**

- a) Membership in the committee: two representatives from the School Board; two representatives from the Library Board; two residents of the Grandview-Woodlands and Strathcona communities, one of whom will represent the Britannia Board of Management; the Executive Director of the Britannia Community Services Centre.
- b) The Executive Director chairs the committee
- c) The Librarian-in-Charge is the Secretary of the committee. Other library staff may attend committee meetings in a resource capacity. A representative from the Vancouver Community College also attends to represent the Learning Centre.

### **MEETING SCHEDULE**

The committee meets at least twice a year.

### **AUTHORITY FOR THE COMMITTEE**

The authority for and basic role of the Library Management Committee is set out in the Letter of Intent the Letter of Intent between the Britannia Community Services Society, the Vancouver Public Library Board and the Board of School Trustees of School District No. 39 (the Vancouver School Board).

### **REPORTING PROCEDURES**

The Library Management Committee reports to the Board of Management, the School Board and Library Board through its minutes and through other reports as appropriate.