

CHARTER FOR LIBRARY COMMITTEE

AUTHORIZATION

The Library Committee is established by the Board of Directors under ARTICLE V, Section 2(g), of the By-Laws of the Heritage Harbour Community Association on February 10, 1998, and serves at the pleasure of the Board.

PURPOSE

The Board of Directors requires the support of the Library Committee in providing a genuine library service in the Lodge for the enjoyment of members of the Association.

SCOPE

The area of responsibility of the Library Committee is the operation of the library in the Lodge.

PRIMARY FUNCTIONS

The primary functions of the committee are:

- Formulate and recommend to the Board rules and regulations for operation and use of the library
- Monitor and classify incoming library materials
- Maintain orderly shelving of books and periodicals
- Review for the Board proposed budgets for library operations.

COORDINATION

The committee shall coordinate its activities with the General Manager. The committee should send representatives to the periodic coordinating meetings of Board Committees.

MEMBERSHIP

The committee shall have:

- A chairperson committed to the effective functioning of the committee appointed by the President in consultation with the Board of Directors and can be suggested by the committee.
- At least two other members to be selected by the chairperson.

Heritage Harbour Community Association

The committee shall adopt committee rules that define its terms of office, election procedures, and membership procedures and file these rules in the Association office.

MEETINGS

Meetings of the committee shall be open to all Association members and be advertised in *Harbour Lights*, on the Heritage Harbour television channel, or by some other appropriate means. The committee shall provide records of its activities for filing by the General Manager. These records shall be available for review by the Board of Directors or any Association member, and be passed on to successors.