Stratford PUBLIC LIBRARY	COMMITTEE: **Board Member Recruitment Ad Hoc Committee**	
	CATEGORY: **Terms of Reference**	LAST REVIEW / REVISION DATE:

Board Member Recruitment Committee

The Board Recruitment Committee is an ad hoc committee of the Board. To better assist Council in making an informed decision on the complement of community members required to sit on the Library Board, the Library Board will review applicants and provide a recommendation to the Board and City Council.

Duties

- Review 2022 Library Board applications
- Develop interview questions for candidates to be interviewed (and identify what constitutes appropriate responses)
- Complete necessary interviews and necessary reference checks of candidates
- Provide a report to the Library Board at the December meeting with a recommendation and rationale
- Provide a recommendation to Stratford City Council

Membership

- The Board Member Recruitment Committee will be comprised of up to three trustees appointed by the Library Board
- The Board Chair is an ex officio member of the Committee
- The CEO will assist the Committee as required

Meetings

The Committee will meet throughout October and November at a mutually agreed upon time. The Committee will conduct business via other modes of communication, including but not limited to e-mail, telephone, or virtual meeting.

Reporting

A record of meetings will be kept and minutes distributed to Committee members. Minutes will also be available to all Board members. The Committee shall produce reports for the Board as required

ORIGINAL DATE ADOPTED	

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