

Henrietta Public Library

BOARD OF DIRECTORS

EXECUTIVE COMMITTEE

CHARGE STATEMENT

PURPOSE: Oversight of HPL Board of Directors. Ensure that the board is operating to a plan and achieving progress against board deliverables and operating effectively and in compliance with the bylaws.

COMMITTEE RESPONSIBILITIES:

- 1) Set monthly meeting agenda and consent agenda.
- 2) Oversees annual Director evaluation.
- 3) Identify policies that need to be reviewed and or updated. Including annual reviews of the Board Bylaws, Statement of Policy, and Conflict of Interest Statements.
- 4) Keep accurate minutes of its meetings.
- 5) Conduct Board Survey every 2-3 years.

STRUCTURE AND COMPOSITION:

The Executive Committee is a standing committee of the Board, which is chaired by the Henrietta Public Library Board President. The composition includes the following who are elected by the Board annually:

- President of the Board
- Past President of the Board
- Vice President of the Board
- Secretary of the Board
- Treasurer of the Board

Other participants (non-voting members) of the Executive Committee will include the Library Director of the Henrietta Public Library.

TERM:

All members of the committee shall serve one-year terms, which may be renewable.

Approved March 2021

Updated January 2023