

## Terms of Reference for the Library Committee

These Terms of Reference should be read in conjunction with the *Law Society Act, Law Society Rules*, and any Benchers policies relating to committees.

<b>Library Committee – Terms of Reference</b>	
<b>Type</b>	<b>Standing, Benchers</b>
<b>Mandate</b>	The purpose of the Library Committee (Committee) is to recommend to Benchers a strategic direction for efficient and effective access to high quality legal information and library services
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Provide advice to the Law Librarian on matters related to library services and resources, in order to:<ul style="list-style-type: none"><li>(i).enable the members of the legal profession to maintain professional competencies; <i>and</i></li><li>(ii).promote access to justice for the general public</li></ul></li><li>• Report on Committee activities to Benchers, including bringing forward relevant policies for approval</li><li>• Serve as an advisory group on policy development related to library services and resources</li></ul>
<b>Composition and Quorum</b>	<ul style="list-style-type: none"><li>• Committee members shall be appointed by Benchers</li><li>• Any vacancies may be filled by the Committee for the balance remaining in the term</li><li>• Except for the Chair, members are appointed for a term of three (3) years and are eligible for reappointment for one further term of three (3) years (Rule 2.16)</li><li>• Members who have served for a total of six years are ineligible to be reappointed to that committee until a period of one (1) year has expired (Rule 2.16)</li><li>• The Committee shall consist of five (5) members, one (1)</li></ul>

	<p>of which shall be an elected or appointed member of Benchers</p> <ul style="list-style-type: none"> <li>• A quorum for meetings of the Committee shall be three (3) (<i>Rule 2.16(5)</i>)</li> <li>• Quorum shall be determined to have been met regardless whether a member attends in person, by telephone, or by videoconferencing</li> </ul>
<p><b>Committee Chair/Vice Chair</b></p>	<ul style="list-style-type: none"> <li>• The Chair of the Committee shall be appointed by Benchers and shall be a Bencher</li> <li>• Chairs should be appointed/reappointed by Benchers on an annual basis</li> <li>• The role of the Chair of the Committee includes: <ul style="list-style-type: none"> <li>○ Planning and coordinating the Committee’s work for the term of their appointment</li> <li>○ Working with the Law Librarian to develop an annual Committee meeting schedule and develop agendas</li> <li>○ Developing a workplan for submission to Benchers by the September of each year</li> <li>○ Ensuring the Committee fulfills its duties as outlined in these Terms of Reference</li> <li>○ Communicating with Committee members regarding decisions and activities of the Benchers that may impact the Library</li> <li>○ Annually leading the Committee in reviewing the Terms of Reference and the function of the Committee</li> </ul> </li> </ul>
<p><b>Reporting</b></p>	<ul style="list-style-type: none"> <li>• The Committee Chair, on behalf of the Committee, shall report to Benchers, in writing, not less than once per year</li> <li>• The Committee shall report to Benchers on its activities,</li> </ul>

	including the annual meeting schedule, results of the annual review of the Terms of Reference, and any changes in membership
<b>Procedures and Work Product</b>	<ul style="list-style-type: none"><li>• The Committee shall operate in accordance with Rule 2.16 of the <i>Law Society Rules</i></li></ul>
<b>Staff Support</b>	<ul style="list-style-type: none"><li>• The Law Librarian is an ex officio, non-voting member of the committee providing support to the Library Committee as follows:<ul style="list-style-type: none"><li>○ Assisting the Chair with meeting organization, including circulating appropriate documentation for members review prior to meetings</li><li>○ Attending Committee meetings as Committee Secretary and preparing minutes for review by the Committee Chair prior to circulation and release by the Committee Chair</li><li>○ Maintaining the official record of minutes, committee work, and communications</li><li>○ Identifying issues and initiatives for review by the Committee, including relevant national and international issues</li></ul></li></ul>