

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.

Library Committee – Terms of Reference	
Type	Standing, Benchers
Mandate	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
Responsibilities	<ul style="list-style-type: none"> • Provide advice to the Law Librarian on matters related to library services and resources, in order to: <ul style="list-style-type: none"> (i).enable the members of the legal profession to maintain professional competencies; <i>and</i> (ii).promote access to justice for the general public • Report on Committee activities to Benchers, including bringing forward relevant policies for approval • Serve as an advisory group on policy development related to library services and resources
Composition and Quorum	<ul style="list-style-type: none"> • Committee members shall be appointed by Benchers • Any vacancies may be filled by the Committee for the balance remaining in the term • 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) • 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) • The Committee shall consist of five (5) members, one (1)

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

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