

STAFF COMMITTEES AND TASK FORCES

POLICY QUESTIONS TO ADDRESS

1. What is the purpose of staff committees?
2. What is the purpose of staff task forces?
3. How does the existence and utilization of staff committees support the library's goals and objectives?

DEFINITIONS

1. A *committee* is an ongoing work group with membership determined by position or responsibility (example: Youth Service Committee).
2. A *task force* is a working group appointed for a specific period of time to accomplish a clearly defined task with membership determined by specialized knowledge or based on specific groups or units to be represented (example: Automated Vendor Selection Task Force).

REGULATIONS QUESTIONS TO ADDRESS

1. What types of staff committee does the library have?
2. What types of staff task forces does the library have?
3. Who is responsible for determining that a staff committee or task force is needed for a particular purpose?
4. Who is responsible for determining the charge for the committees and task forces?
5. Who is responsible for selecting the staff member who will serve as chair of a committee or task force and the length of his or her term of office?
6. Who is responsible for selecting the staff members who will serve on each committee or staff task force and the length of each of their terms?
7. Are there guidelines that committee and task force chairpersons and members are supposed to follow when performing committee assignments? If so, please attach a copy to this policy.
8. How do committees and task forces report on the progress to the group or person who appointed them?
9. How do committees and task forces report on the progress to the library staff?
10. Are committee and task force chairpersons expected to evaluate the performance of members of their committees or task force? If so, how is this evaluation performed and how is feedback given to the employee and his or her supervisor?