



Governance Committee Charges

Executive Committee

Charge

- Review the performance of the CCS Governing Board
- Negotiate, review, and approve contracts with third parties, and review and monitor performance
- Approve expenditures of budgeted and non-budgeted items as specified in the Fiscal Accountability Policy
- Approve policy changes
- Recommend applications for membership in CCS
- Function as the Personnel Committee, including:
 - Adopt salary schedules
 - Responsible for the employment and evaluation of the Executive Director
 - Approve changes to the Employee Handbook
- Take other such action as may be directed by the Governing Board

Chair

President

Membership

- President
- Immediate past-President
- Vice President/President-Elect
- Secretary
- Treasurer
- 2 Members-at-large

Budget & Finance

Charge

To maintain the fiscal stability of CCS, including but not limited to:

- Guiding the development of an annual budget to support the goals of the CCS mission, vision, and strategic plan, and recommending the budget to Governing Board for approval
- Maintaining a list of potential uses for the Development Fund and ensuring an appropriate balance
- Recommending changes to policies and procedures related to financial matters including member fees and investment guidelines
- Communicating the financial health of CCS to the Governing Board.

Chair

Treasurer

Membership

Between 5 and 9 Governing Board members, appointed by the President

Bylaws & Policy

Charge

To review the CCS Bylaws and Governing Board Policies annually and make appropriate recommendations to the Governing Board.

Chair

Executive Committee Member

Membership

Between 5 and 9 Governing Board members, appointed by the President

Long Range Planning

Charge

To guide the development of the strategic plan through the planning process, including but not limited to:

- Engaging members in the planning process
- Recommending changes to the mission and vision of CCS to the Governing Board
- Recommending a strategic plan to the Governing Board
- Communicating the goals of the plan and the planning process to the membership
- Monitoring the implementation strategy.

To monitor and recommend improvements to the long-term sustainability of CCS that may be referred by the President or the Governing Board.

Chair

Vice-President/President-Elect

Membership

Between 5 and 9 Governing Board members, appointed by the President

Nominating Committee

Charge

To annually identify a qualified slate of candidates for election as officers and Executive Committee members-at-large

Chair

Immediate past-President

Membership

Outgoing members of Executive Committee

Database Management Committee

Charge

Database Management Committee will meet twice yearly minimum to discuss requests for new policies. Database Management will also research and analyze other system-wide policy or practice changes that would impact multiple areas of service.

Chair

Member of Executive Committee

Membership

2 Governing Board members, at least one of which is a member of Executive Committee. Serve staggered two-year terms.

4 Technical Services staff members

4 PAS staff members

2 Circulation staff members

2 IT staff members