



Library Sub-Committee

DRAFT Terms of reference (18 April 2024)

Purpose: the Sub-Committee is responsible for managing all aspects of the library and to oversee its growth and development and to promote reading in the community.

Membership: the Sub-Committee will comprise Trustees who have volunteered to serve on it (up to a maximum of five) and with up to five further co-opted members who have an interest, experience or skills which are beneficial to the work of the Sub-Committee.

Members will be appointed by a meeting of the Charity's Trustees and the term of appointment will be for a period of two years, with the option to re-appoint thereafter at the Charity's AGM.

All members will have equal voting rights. In the event of a tied vote, the Chair of Sub-Committee (who must be a trustee) will have a second ('casting') vote.

Accountability: the Sub-Committee will share minutes of each meeting with the Charity's trustees and for publication on the Charity's website. The Sub-Committee will be invited to contribute to all Charity newsletters and an annual report on the work of the sub-committee will be provided for the Charity's AGM.

Working methods: the Sub-Committee will meet no less than six times a year and, at its first meeting after inception and thereafter after each AGM, will elect from its membership:

- Chair
- Vice Chair
- Secretary
- Volunteer Co-ordinator

The Chair of the Charity will also be invited to attend ex-officio

Functions: the Sub-Committee is responsible for the day-to-day running of the library within the Wallasey Village Library & Community Centre, including:

- Management and recruitment of volunteers including references and DBS checks
- Purchase of new books (via the Charity's Book Fund and within the budget set by the Trustees)
- To identify and support grant applications by the Charity to achieve its purpose
- Managing the book stock
- Participation in 'themed' events, as deemed appropriate
- Establishment of reading groups for specific audiences
- To recommend to the Charity's Trustees policies relevant to its work and to be consulted on Charity policies.
- To liaise and build relationships with other libraries in the area
- To hold, within the library, an annual event for volunteers, supporters and others to thank them for their support
- To work with other organisations which can help achieve its purpose

Review: the Trustees will review the Terms of Reference annually.