



## **Library Park Steering Committee Charter**

*Adopted August 22, 2023*

### Committee Purpose:

The Library Park Steering Committee is an ad hoc committee created to oversee and facilitate the implementation of the Library Park Master Plan. The Committee will serve until the phases of the Master Plan are complete and then will be dissolved.

### Committee Chair Responsibilities:

- Set meeting agenda with input from members
- Chair meetings and verify minutes of meeting
- Ensure items of discussion or decision are communicated to the appropriate committee or placed on the board agenda.

### Member Responsibilities:

- Participate in meetings
- Provide guidance and suggestions in areas of expertise
- Be an ambassador and advocate for the project
- Identify opportunities for outreach and funding

### Scope and role of Committee:

The Committee will report to the Board of Trustees and act as a clearing house to ensure the appropriate Board Committees and community members are involved in reviews and or discussions pertinent to that group or committee and that decisions requiring board approval are placed on the agenda. Working under the steering committee will be two sub-committees, one dedicated to implementation and construction and the other dedicated to fundraising. The sole focus of the steering committee and the sub-committees is Library Park. This will allow the standing committees of the board to continue to carry out the regular responsibilities of these committees.