

## **Museum Advisory Board**

### **Terms of Reference**

**Name:** Museum Advisory Board (MAB)

**Support:** Economic and Community Development and Community Heritage Curator

**Type:** Advisory Committee of Council

**TOR Approved by Council:** 2024-12-04

#### **Purpose:**

The purpose of the Board is to assist the Museum in meeting its mandate to collect, preserve, research, house, and exhibit, and to assist the Museum to serve the educational and intellectual interests of the community.

#### **Mandate:**

- To provide a holistic approach to Museum Services within Grey Highlands and provide advice to Council into the long-term plans for the development and operation of the Museum.
- To encourage the preservation of the Municipality of Grey Highlands and to develop an atmosphere which encourages volunteer participation within the community.
- Promoting and encouraging activities and programming related to the Museum.
- Supporting and enhancing communications and engagement with residents on matters relating to the Museum and its programs.
- Pursuing other grants and joint purchase agreements to enhance and leverage Museum programs and initiatives.

#### **Delegated Authority:**

The MAB is an advisory board to Council and has no delegated authority to act without Council direction unless otherwise provided for under the Delegation of Authority By-law in effect at the time or as provided in these Terms of Reference.

The MAB has no authority to direct staff. MAB is not responsible for undertaking or directing daily operations within the municipality, reviewing or researching staffing related matters, shall not act as a forum to debate decided matters of Council, nor to organize any advocacy for Council to reconsider decided matters.

#### **Composition:**

MAB will consist of:

- 1 member of Council and 1 alternate member of Council
- Up to 7 citizen volunteer members with at least 2 members chosen with strong interest in and connection to the heritage of Grey Highlands

Citizen members will be appointed by Council for the term of Council. During an election year, current members will remain in place until a new term of Council commences and new term appointments are made by Council. As early as possible in a new term of Council, Municipal staff will post for appointments for any citizen positions. Current citizen members will need to re-apply each term.

At the first meeting of each calendar year, MAB will elect a Chair and Vice-chair for the board.

Only those members appointed by Council may vote on any matter.

All appointed members shall be required to sign off and adhere to any Code of Conduct in place during the appointment.

**Vacancies Mid-Term:**

Any vacancies on the board will be posted to the Grey Highlands website. All appointments must be approved by Council.

**Lead Department/Reporting Relationship:**

The Lead Department supporting the board will be Economic and Community Development with additional guidance from the Community Heritage Curator. The Lead Department may call on other departments and outside agencies as required.

Meeting minutes will be forwarded to Council upon Board review for inclusion on the next available Consent agenda to be received for information.

**Administration:**

Corporate Services will oversee the Committee in providing meeting management support.

Save and except as set out in these Terms of Reference, the rules of procedure for Committees or as set out in the Procedural By-law shall apply in this Museum Advisory Board. In the case of any conflict between the Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

**Schedule/Location of Meetings:**

MAB will endeavor to post a yearly schedule and location of meetings prior to January 1 of each year when possible. Meetings will be scheduled to occur on a quarterly basis. Notice of MAB meetings will be posted on the Municipal websites at least 48 hours in advance of the meeting and all meetings are open to the public.

**Meeting Attendance:**

It shall be the duty of members to make every effort to attend all Board meetings.

Where a member is absent from three (3) consecutive meetings, their absence will prompt a review of their membership status by the Clerk or their designate.

**Budget and Financial Report:**

This Board does not have access to municipal funds without the prior approval of Council.

All citizen volunteer members will serve without remuneration. Any out-of-pocket expenses incurred by a board member must be pre-approved for reimbursement by the Municipality.

**Special Considerations:**

Citizen volunteer members will be encouraged to volunteer 10 days per year in the Museum, or at Museum events and/or functions.