

Museum Advisory Committee Terms of Reference



Section	Date	By-Law Number	Page	Of
Lake of the Woods Museum	October 20, 2020	156-2020	1	3
Subsection	Repeals By-Law Number		Policy Number	
Terms of Reference	N/A		LOWM-01-04	

Creation and Purpose

1.1 The Museum Advisory Committee (MAC) is a committee established to act in an advisory capacity to The Muse Board (The Board) on matters related to the operations of the Lake of the Woods Museum, specifically as related to collections and collections management, conservation, exhibition, interpretation, educational programming, research, public engagement, rentals and any other area as may be specified by The Board and as per the policies established by The Board.

1.2 A Chair and Vice-Chair will be elected at the start of each year by members of the committee. The Chair must be a member of The Board.

Appointment and Length of Term

2.1 Members of the MAC will be appointed by The Muse Board for a two (2) year term.

2.2 A maximum of two consecutive terms may be served. Having served two consecutive terms of office, a member is eligible for re-appointment after at least one year’s absence from the MAC.

2.3 If a member fails to complete their term, The Board will appoint a suitable replacement who will commence their two-year term following the Board appointment.

Museum Advisory Committee Terms of Reference

Policy Number	Page	Of
LOWM-01-04	2	3

2.4 All proposed new appointments must be approved by the Manager of Community Services.

Membership

3.1 The MAC will consist of five (5) to seven (7) members, inclusive of The Muse Director, at a minimum of one (1) Board member, one (1) other staff member, and two to four (2-4) members at large.

Scope and Jurisdiction

4.1 The MAC will consider and make periodic recommendations to The Board in respect to the matters outlined in *1.1 Creation and Purpose* and more specifically the Committee will:

- Recommend and implement the policies and programs approved by The Board;
- Create an annual Action Plan including operating and grant budgets to be submitted to The Board;
- Establish operating procedures in consultation with staff;
- Review and make recommendations regarding policies, exhibits, events and activities to The Board;
- Assist with the planning and execution of fundraising events and activities.

4.2 The Board will take into serious and respectful consideration all recommendations of the MAC and will endeavor to follow through on these recommendations.

Meetings

5.1 The MAC will meet as needed at the request of The Muse Director, but no less than on a quarterly basis.

5.2 Quorum shall be a majority of the membership of the MAC that is present, not necessarily voting.

Museum Advisory Committee Terms of Reference

Policy Number	Page	Of
LOWM-01-04	3	3

5.3 Decision making will be made by majority vote.

5.4 If a committee member misses three (3) consecutive meetings without notice or misses more than 5 meetings in a year, the member is deemed to have resigned and a replacement member will be found.

5.5 A motion may be moved, seconded and approved by e-mail if the Committee Chair approves this procedure.

Reporting to the Muse Board

6.1 Recommendations of MAC to The Board will be included in the MAC meeting minutes which will be distributed to the Board prior to their monthly meeting.

Declaration of Pecuniary Interest

7.1 Members of the MAC shall be governed by the applicable legislation pertaining to conflict of interest as it applies to municipal governments in the Province of Ontario.

Amendment of Terms of Reference

8.1 These Terms of Reference may be amended by a majority vote of The Muse Board.