

Elman W. Campbell Museum Board: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Format (by sub-heading)	<ol style="list-style-type: none"> 1. Composition 2. Term of Office 3. Remuneration 4. Frequency of Meetings 	<ol style="list-style-type: none"> 1. Name 2. Reports to 3. Status 4. Established 5. Enabling Legislation/ Authorizing By-law 6. Mandate 7. Deliverables 8. Strategic Plan Linkages 9. Committee Composition and Staff Resources 10. Qualifications 11. Frequency of Meetings 12. Budget Consideration 13. Work Plan 14. Remuneration 15. Term of Office 16. Committee Review/ Sunset Date
Composition	The composition of the board is four citizen members, one member of Council, one member of the Historical Society, one member of Heritage Newmarket, and one member of the friends of the museum.	<p>The Elman W. Campbell Museum Board will be composed of:</p> <ul style="list-style-type: none"> • Four (4) Newmarket residents • One (1) member of Council • One (1) member of Heritage Newmarket • One (1) member of Newmarket Historical Society <p>The Elman W. Campbell Museum Board will be supported by:</p> <ul style="list-style-type: none"> • Parks, Recreation and Culture Department
Term of Office	Expiring November 30, 2010	A Member's term on the Board shall be concurrent with the Term of Council, unless otherwise indicated in the Board's Mandate, or until a successor is appointed.
Remuneration	No remuneration.	None.
Frequency of Meetings	Once each month on a weekday morning.	Board shall meet once per month in the evening.

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Enabling Legislation	Not included.	<p>The Elman W. Campbell Museum Board is authorized under By-law 1983-17.</p> <p>The Elman W. Campbell Museum Board is required to adhere to the provisions outlined in the Town's Procedural By-Law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.</p>
Deliverables	Not included.	<p>The Board will accomplish its mandate by:</p> <ul style="list-style-type: none"> • Attending regulars meetings • Dedicating additional times to projects outside of regular meeting times.
Strategic Plan Linkages	Not included.	<p>This mandate meets the following Corporate Strategic Goals:</p> <ul style="list-style-type: none"> • <i>Well-balanced</i> . By focusing on arts, culture, entertainment and heritage preservation. <p>This mandate meets the following Council Strategic Priorities:</p> <ul style="list-style-type: none"> • <i>Enhanced recreational Opportunities</i> : By enhancing our recreation and community facilities. • <i>Efficiency/ Financial Management</i> : By ensuring effective and efficient services.
Qualifications	Not included.	<p>Consideration shall be given to inclusion of the following qualifications during the appointment process:</p> <ul style="list-style-type: none"> • Persons with knowledge of museum services • Persons who have experience with board governance • Persons who have experience with recreation programming • Persons who have experience with event planning.
Budget Consideration	Not included.	<p>The fiscal year of the Board shall be from January 1 to December 31. The Board will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.</p>

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Work Plan	Not included.	A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth (4th) quarter annually.
Board Review/ Sunset Date	Not included.	Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Board.