



# Town of Newmarket

## **TERMS OF REFERENCE**

**NAME:** Elman W. Campbell Museum Board

**REPORTS TO:** Council

**STATUS:** Statutory

**ESTABLISHED:** February 7, 1983

### **ENABLING LEGISLATION/AUTHORIZING BY-LAW**

The Elman W. Campbell Museum Board was established through the adoption of By-law 1983-17.

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.

### **MANDATE**

The Elman W. Campbell Museum Board is responsible for advising on the development of policies and programs for the operation of the Elman W. Campbell Museum at 134 Main Street South.

### **Deliverables**

The Board will accomplish its mandate by:

- Attending regular meetings.
- Dedicating additional time to projects outside of regular meeting times.

### **Strategic Plan Linkages**

This mandate meets the following Corporate Strategic Goals:

- *Well-balanced:* By focusing on arts, culture, entertainment and heritage preservation.

This mandate meets the following Council Strategic Priorities:

- *Enhanced recreational Opportunities:* By enhancing our recreation and community facilities.
- *Efficiency/ Financial Management:* By ensuring effective and efficient services.

## **BOARD COMPOSITION AND STAFF RESOURCES**

The Elman W. Campbell Museum Board will be composed of:

- Four (4) Newmarket residents
- One (1) member of Council
- One (1) member of Heritage Newmarket
- One (1) member of Newmarket Historical Society

The Elman W. Campbell Museum Board will be supported by:

- Recreation and Culture Department.

### **Qualifications**

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- 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.

### **FREQUENCY OF MEETINGS**

Board meets once per month in the evening.

### **BUDGET CONSIDERATION**

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.

### **WORK PLAN**

A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.

### **REMUNERATION**

None.

### **TERM OF OFFICE**

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.

**BOARD REVIEW/SUNSET DATE**

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Board.