

Township of Algonquin Highlands
Stanhope Heritage Discovery Museum
Terms of Reference

Title:

The working name of the Committee shall be the “Stanhope Museum Committee.”

Purpose:

The purpose of the Committee is to collect, preserve and interpret the history of Stanhope Township including neighbouring hamlets; from the period of the arrival of the first Native Peoples in this region until the present day; with special emphasis on the period from the first settlers to the present; by the receipt of donations, gifts and contributions from the public; by the collections of artifacts and other cultural objects; preserving them; and interpreting them to the public by means of a museum, educational programs, public events, displays and publications; and encourage others to collect, preserve and interpret the history of Stanhope Township; and to do everything worthwhile to carry out our purpose.

Membership:

- A minimum of, but not limited to, five members of the public who have a specific interest in local heritage, museum activities and promotion of the museum.
- Two members of Council.
- The Committee shall be appointed by the Council of Algonquin Highlands for the term of Council or until their successors have been appointed, should any member resign his or her position.
- A quorum of members of fifty percent plus one, including at least one member of Council, must be present before a meeting can proceed.
- Mayor is an ex-officio member with voting rights (may count as quorum).

Administration:

- Meetings will be held monthly. Additional meetings can be scheduled as required and as agreed by a majority of Committee members.
- Decisions will be made by a majority vote and all members will have voting rights.
- General rules of decorum shall apply during each meeting.

Chairperson:

A Chairperson shall be elected by the Committee for the term of the Committee. The chairperson’s responsibilities will include:

- Scheduling meetings & notifying Committee members.
- Inviting guests and/or specialists to attend meetings when required.
- Guide the meetings according to the agenda and time available.

- Ensure that all discussion items end with a decision, action or definite outcome including a resolution to that effect.

Secretary:

A secretary shall be elected by the Committee for the term of the Committee. The secretary's responsibilities shall include:

- Preparing agendas at the request of the Chairperson and ensuring that all necessary documents requiring discussion or comment are attached to the agenda.
- Taking notes of every meeting and preparing minutes of the meeting.
- Distributing the minutes to all Committee members at least one week prior to the next meeting.
- Draft minutes will be forwarded to the Clerk of the Township for distribution to Council at its next regular meeting.
- Should the secretary be unavailable for any meeting, the Committee shall appoint a secretary for that particular meeting and the normal responsibilities of the secretary shall apply.

Finance:

A treasurer shall be elected by the Committee for the term of the Committee. The treasurer's responsibilities shall include.

- Preparation of a draft budget for Committee approval prior to the conclusion of the calendar year. The budget, including a detailed estimate of costs for all planned museum and Heritage Day activities and expenditures for the upcoming fiscal year, shall be presented to the Township on or before January 15th of each year for inclusion in the annual budget. (The municipality shall advise the Committee of their approved budget for the current year immediately after approval by Council.)
- The Committee may incur expenditures to the extent provided in the annual approved budget in accordance with normal municipal purchasing procedures. Any additional expenses must be approved in advance by Council.
- The treasurer will ensure that all invoices for expenditures are forwarded to the municipal office for payment upon approval of Council.
- The treasurer will prepare a monthly statement of finances for the Committee's review and approval.

General:

- Meetings will last a maximum of two hours unless approved by a majority of members.
- From time to time the Committee may be required by Council to submit additional or special reports. Such reports shall be approved by a majority of members and submitted to Council in a timely manner.

- The Committee shall have use of the Township of Algonquin Highlands Council Chambers for its meetings and arrangements for use shall be pre-arranged by the Secretary.