



Preserving our past.
Enriching our future.

THE GLENGARRY PIONEER MUSEUM (2013)

SUBJECT: Community Policy

APPROVED: 21 March 2011

UPDATED: 10 November 2016

X REFERENCE TO OTHER POLICY DOCUMENTS: none

THE GLENGARRY PIONEER MUSEUM (2013)

COMMUNITY POLICY

VISION: The Glengarry Pioneer Museum (2013), hereafter referred to as the Museum, is a steward of the heritage of Glengarry County and is committed to communicating the unique stories of this area in an inclusive, engaging and professional manner.

PURPOSE: The purpose of this policy is to provide the Museum's Board of Directors and staff with direction in order for the Museum to maintain a relationship with its community, to remain accessible and relevant, and to draw support from the community.

SCOPE: This policy pertains to staff, Board members, and all others working at or for the Museum, be they permanent, part time, summer-seasonal, or contract employees, interns, students, researchers, or volunteers.

POLICY:

1.0 RESPONSIBILITIES

The Museum recognizes its responsibility to the Community to be a steward of its collection, and to provide programming that meets the needs of the community and is consistent with the Museum's statement of purpose.

To these ends, the Museum will ensure:

- a) a commitment is maintained to the highest possible standards of accessioning, preserving, storing and displaying the artifacts entrusted to it.
- b) that it is known and respected in the community as the principal repository of buildings, artifacts and history and that it is committed to fulfilling its role as a trustworthy and professional steward for Glengarry County.

- c) whenever possible, given its limited resources, it will respond to requests from the community to step in to salvage a part of local heritage that is threatened.
- d) that it is committed to a regular review of its policies and practices to ensure that it maintains the highest possible standards as a community museum.
- e) that it contributes to the unique local identity and pride in Glengarry through a dynamic, informative and evolving schedule of displays, special exhibits, programs and events.
- f) that there will be a regular change of displays and special exhibits to ensure that visitors can expect a fresh and informative experience.
- g) that it will regularly offer community events which give a view into the way of life of the early settlers of Glengarry, or which contribute to the cultural vitality of the community.
- h) that it will hold an Annual General Meeting to which the public will be invited. A new Board of Directors will be elected each year, and any member of the community may become a Member of the Museum, and be nominated or put her/himself forward to join the Board. There will be regular meetings of the Board at which any member of the community may attend and participate.
- i) that it provides a welcoming public space, open to families, groups and anyone in the community, and that events will range from broad appeal to more specific interests.
- j) that it is committed to being relevant to all age groups and to creating new materials, when necessary, to interpret and promote the stories and culture of the area.
- k) that it is committed to building partnerships with other community organizations and supportive businesses, and to having a presence at other community events to ensure a lively reciprocity and to keep the Museum at the centre of community and cultural life.
- l) that it will endeavour to provide equality of access to information about the Museum through adequate promotion via website, social media, local media, regional tourist literature, and at an Annual General Meeting.
- m) that it is committed to doing everything possible, within the constraints imposed by heritage buildings and budgets, to provide equal access, both physically and intellectually, to the Museum's collections, information, services and programs.

2.0 ACCESS

The Museum will maintain regular hours that will be clearly posted and advertised during which the site will be open and staff will be available. When the Museum is closed or during the off-season, where possible, service will be provided by phone, email, or by appointment.

3.0 VOLUNTEERS

The Museum has an active volunteer program to encourage community participation. As part of this, the Museum:

- a) is committed to providing a wide range of volunteer tasks in order to provide an opportunity to anyone in the community who wishes to be involved.
- b) will continually recruit new volunteers through the media, events and personal encounters.
- c) will match people with tasks appropriate to their interests and skills.
- d) will provide sufficient training so that volunteers can carry out their jobs with safety and can acquire new skills.
- e) will provide a safe and secure working environment for volunteers.
- f) will conduct an annual review of the efforts made to involve and reward volunteers, and an evaluation of the volunteer contribution to the workings of the Museum.
- g) will regularly acknowledge the efforts of volunteers through activities such as an annual Volunteer Appreciation BBQ and special volunteer awards at the AGM.

4.0 POLICY REVIEW

This Community Policy will be reviewed by the Museum Board every three years. Amendments may be required at other times and must be approved by the appropriate committees and staff.