



Handbook for the Board of Directors

With Extracts from the Glengarry Pioneer Museum's Governance and other Policies

Volunteer Positions to fill for the 2022 Season:

Secretary

Vice Chair

Member at Large (1)

Fundraising Committee Member (2-3)

Event Planning Chair

New Board Members

Mission and Objectives of the Museum:

The aims and objectives of The Museum shall be:

- a. To function as a steward of the heritage of Glengarry County;
- b. To communicate the unique stories of the area in an inclusive, engaging and professional manner;
- c. To own, collect, preserve, research, interpret, and exhibit a collection of artifacts;
- d. To work in close connection with the community, and other local museums and historical societies;
- e. To advance education:
 - i. By improving the public's understanding and awareness of the cultural history of Glengarry County;
 - ii. By hosting events, displays, exhibitions and performances for the greater community;
 - iii. By supporting programs offered by The Museum;
 - iv. By producing educational material;
- f. To raise funds for the purpose of carrying out the objectives;
- g. To enter into any arrangement that is in support of the achievement of The Museum's objectives.

Board of Directors:

The Museum's governing body is the Board of Directors, with responsibility for day-to-day operations vested in the Executive Committee.

A Board of Directors shall direct and supervise the management of the activities and affairs of The Museum. The Board will consist of a minimum of 5 and maximum of 19 members. Directors shall serve without remuneration and shall not, directly or indirectly, receive profit from their position. The Board of Directors must meet at least six (6) times during each fiscal year. Usually, the Board meets once per month, *excluding* July, December and sometimes January - depending on needs. The meetings last approximately 1 to 1.5 hours and usually fall on the second Wednesday of the month. Since 2020, the museum has adapted to allow for virtual zoom meetings when necessary and also offer a hybrid approach, where some members attend in person and others can join virtually.

Executive Committee:

The Executive Committee shall be responsible for the day-to-day management and oversight of the museum. They will be elected at the AGM by the membership from amongst the Board of Directors. As such, they attend both the Board meetings and Executive meetings. Meetings of the Executive committee will be held as and when necessary, at the call of the Chair. (e.g. in 2021, the Executive met approximately 3 times and had additional email communication when necessary). Each Executive meeting lasts 1 to 1.5 hours.

Executive Positions:

1. *Chairperson*

The overall operation of The Museum is the responsibility of the Chair. The Chair shall call and preside at all regular meetings of The Museum.

2. *Vice-Chairperson*

The Vice-Chair shall assume the duties of the Chair in the Chair's absence.

3. *Secretary*

The Secretary shall keep minutes of all general membership (AGM), Museum Board and Executive Committee meetings. Each year's minutes will be forwarded to staff for storage at the museum.

4. *Treasurer*

The Treasurer shall:

- a) Have overall responsibility for the financial operations of The Museum in accordance with the financial policies established by the BoD.
- b) Maintain books of account showing the financial transactions of The Museum. Such books shall meet the requirements of the annual review, and provide the necessary data for audits, for applications for grants and as required by government agencies.
- c) Provide the BoD with a detailed report of The Museum's financial standing at every meeting of the BoD, and present an annual report to the Membership at each AGM.

- d) Assist in the preparation of submissions for government or other grants.
- e) Issue official receipts for donations of cash or artifacts that have a value of twenty dollars (\$20) or more. (Since 2020, this task has been given to another Board member to lighten the load of the Treasurer)

5. *Past Chair*

The immediately preceding Past Chair may sit as a voting member of the BoD and Executive Committee in a supernumerary position.

6. *Up to 2 additional Members At Large*

Standing Committees:

The Board of Directors forms task-oriented standing committees, each under the direction of a chair, to meet specific objectives or goals. Each committee Chair is responsible for reporting the activities of the relevant committee to the Board of Directors and for ensuring that the committee's mandate is fulfilled.

These Committees include, but are not limited to, the following key activities:

1. Acquisitions

This committee works with the Curator/Administrator and has final authority for the approval of acquisitions (artifacts), but will continue, unless otherwise stated, to work in close association with, and take into consideration the opinions of the museum Board. This committee is lead by the Curator and meets approximately twice per year to review proposed donations and assist in any necessary research that may assist in making decisions. They will follow the GPM's [Collections Management policy](#) which outlines the specifics of what the museum accepts.

2. Buildings & Grounds (Maintenance)

This is an organizational position which involves the assessment of needed projects and their completion. Other tasks to be performed by this committee include:

- a) Ensure safety and security of museum's premises and reports maintenance problems to the Board when necessary;
- b) Recruit and schedule any necessary staff or volunteers to complete tasks. This includes a yearly spring and fall work bee.
- c) Hire necessary contractors to fill tasks that cannot be completed by volunteers or staff;
- d) Ensure the necessary materials are readily available for any repairs or cleaning.
- e) Keep an ongoing list of maintenance projects prioritized based on urgency.
- f) Keep the Board appraised of needs so they can be fed into possible fundraising opportunities.

Members of the Buildings and Grounds committee should review the GPM's [Physical Plant policy](#).

3. Event Planning (overall)

This committee meets approximately twice per year (late August and October) to review the museum's overall event plan, finalize the event schedule for the following year, including the confirmation and recruitment of organizers for said events. The chair of this committee will update a working document which lists all event ideas. They will also keep a working document of a three-year event plan which can be used as a guideline to work towards and change when necessary.

Members of the Event Planning Committee should review the GPM's [Community](#) and [Education](#) Policies.

4. Fundraising & Planning

The Executive Committee of the Board of Directors has overall responsibility for financial management and together with the Board must secure adequate funding for the operation and maintenance of the museum and its activities. As a not-for-profit, charitable organization, the museum is dependant upon public and private funding to achieve its mission and objectives. The Board will establish a Fundraising & Planning committee to help carry out these duties.

Some methods of raising funds include:

- a) Grants & Foundations
- b) Sponsorship of events, special exhibits, or specific projects

Planning

The Fundraising and Planning committee should ideally consist of 2-4 volunteers who will take guidance from the Long Term Plan, as well as identified needs from the maintenance committee and staff to come up with a 2-3 year plan to raise funds for specified projects. This committee would focus on Grants and Foundations, as well as Sponsorships.

Grants/Foundations

New grant opportunities always come up and this committee will help research these to see if they could fit with any of the pre-determined list of projects. Grant applications can either be written by this committee, staff, or a combination of the two.

Sponsorship

Event sub-committees currently have been seeking out their own sponsors to cover event costs. This has sometimes made it difficult to know who another event has already 'asked'. If one person within the Fundraising & Planning committee could oversee sponsorships, they could help manage this. They could also expand to include sponsorship of special exhibits, or other projects within the museum.

5. Human Resources & Nominating

The role of the Human Resources and Nominations Committee is to enable a healthy work environment that will attract and retain the talent needed to contribute to the work and success of the Museum. This includes creating slates of names of individuals who can be named to the Museum's Board of Directors and its sub-committees with the goal of creating capacity to

support the work of the museum and to enable succession planning for the Board of Directors. This committee meets 1-2 times per year.

Sub-Committees:

The museum has task oriented sub-committees to meet specific objectives or goals, including (but not limited to) running individual events and undertaking ad-hoc activities or projects, as required. Each sub-committee will have a chairperson to facilitate the group and will be responsible for creating a budget and plan of action for the activity.

e.g. Fall Festival, 1812 Living History weekend, Smith-In, Textile weekend, etc.

Event sub-committees should refer to the [Event Planning Guide](#).

For more information and to read the full Governance, Constitution and Bylaws, as well as other GPM policies, see: <https://glengarrypioneermuseum.ca/museum-policies/>