



TERMS OF REFERENCE – Board of Directors – Osgoode Township Museum

OFFICIAL NAME

Osgoode Township Rural Museum Board of Directors

COMPOSITION

The Board of Directors shall consist of a minimum of seven (7) members, including the President and Vice-President. Museum members may be selected if they are in good standing with the Museum (membership has been paid).

TERM OF DIRECTORS/OFFICERS

All Directors shall serve for a term of two years, whereupon the positions up for term shall be declared vacant by the nominating committee at the Annual General Meeting. Directors may serve consecutive terms provided that they are re-elected at the Annual General Meeting.

PURPOSE

As a Director/Officer, you will bring your skills and expertise to the team in the following fields:

fundraising;
social/economic/rural history;
leadership;
education;
agriculture;
museum/arts/conversation administration;
community engagement;
cultural diversity and inclusion;
accounting;
non-profit/charity law;
cultural/non-profit sector;

The purpose of the Board of Directors is to govern and represent the Osgoode Township Museum and carry out its strategic plan; it is not involved in the day-to-day operations. For that purpose, the board has hired an Executive Director and delegated the operations to the incumbent in that role.

OBJECTIVES:

- engage in long-term strategic planning
- establish overarching policies regarding governance, operations, advocacy and marketing, finance, and human resources, and such other policies relevant to the operation of the Osgoode Township Museum



- support the museum by participating/attending/volunteering in special events and programs
- advocate and promote the Osgoode Township Museum to the communities and surrounding areas
- hire and evaluate the Executive Director

GOVERNANCE

Quorum at the Board of Directors meetings is 5. The Board is responsible to its funders, general membership and must abide by Ontario charity law and ONCA.

COMMUNICATIONS

Meetings are to take place face-to-face, where possible. Communication outside of these meetings can be done by phone and/or email and Zoom. Committee members should respond within 4 business days of receiving communication. Communication should be channeled through the Executive Director.

REPORTING RELATIONSHIP

The Directors shall be elected at the Annual General Meeting and shall be responsible for overseeing the business affairs of the Museum in accordance with the objectives of the Museum's Constitution. The Board of Directors shall have all of their actions responsible to the General Membership.

Officers and Directors shall provide a current Police Reference Check upon request.

All Directors must attend a Museum orientation session at the beginning of their term.

MANDATE:

The Osgoode Township Rural Museum's mandate is to collect, preserve, display, study, interpret and make accessible the material and cultural heritage of the Osgoode Township as a means to further the understanding of the former Osgoode Township's significance to the greater Ottawa community as an example of rural and agricultural life.

MEETINGS:

The Board of Directors meet bi-monthly. Additional meetings may be held at the discretion of the Chair.

Review: The terms of reference will be reviewed every 2 years.