

**TOWNSHIP OF SEGUIN
MUSEUM COMMITTEE**

Terms of Reference

1. **COMPOSITION:**

The Township of Seguin Museum Committee shall consist of nine members, one of whom is a Seguin Councillor.

2. **QUORUM AND VOTING:**

A quorum shall consist of 50% of the voting membership.

3. **TERM OF OFFICE:**

- a) Existing members of the Township of Seguin Museum Board shall be the members of the Township of Seguin Museum Committee and shall continue in that capacity for the 2003-2006 term of Council.
- b) Members shall be appointed by resolution of Council. Membership on the Committee is for a three year term unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. Elections shall be held by the Members for the positions of Chair, Vice-Chair and Secretary.
- c) It will be the duty of the Committee to inform Council if a member misses 3 consecutive meetings in a year. Council may then consider replacing the member.

4. **MEETING FREQUENCY AND LOCATION OF MEETINGS:**

- a) Meetings will be held once a month or as called by the Chair of the Committee.
- b) Meetings will take place at the Township of Seguin Museum, the Township of Seguin Municipal Office at 5 Humphrey Drive or in a location determined by the Chair of the Committee.

5. DUTIES AND RESPONSIBILITIES:

- a) The members of the Township of Seguin Museum Committee are responsible for making recommendations to Council regarding the operation and maintenance of the Township of Seguin Museum.
- b) All expenses incurred associated with the operation of the Museum must be approved by resolution of Seguin Council. If the Committee wishes to review major expenditures prior to presentation to Council a request must be made to the Treasurer. The Treasurer will provide monthly reports to the Committee regarding expenditures.
- c) The Committee shall have fund-raising responsibilities deemed appropriate by the Committee and/or Council. The Committee shall identify methods to raise additional revenues and balance the budget.
- d) All bank accounts owned by the Township of Seguin Museum Board shall be transferred to the Township of Seguin forthwith.

6. REMUNERATION AND EXPENSES:

As per Township of Seguin Policy.