

Schedule 'A' to Resolution No. 2019-045

Township of Seguin Museum Committee Terms of Reference

COMPOSITION:

The Township of Seguin Museum Committee shall consist of up to eight (8) members, one (1) of whom shall be a Seguin Councillor. Committee Members shall be appointed by resolution of Council. The Members shall elect a Chair amongst themselves.

QUORUM AND VOTING:

A majority of appointed Members constitute a quorum. All appointed Members of the Committee shall have one vote.

TERM:

Members are appointed by Council for the term of Council. Members missing three consecutive meetings without notification may be removed from the Committee. The Committee Chair shall notify Council in writing of the aforementioned absence of any Members of the Committee, including a recommendation from the Committee in the form of a resolution, that the Committee recommends the Member's appointment be revoked.

MEETING FREQUENCY:

Meetings will be held monthly, or as determined by the Committee.

DUTIES AND RESPONSIBILITIES:

- a) The Members of the 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 Chief Financial Officer (CFO). The CFO 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) Report to the Township of Seguin Council all activities by supplying minutes and resolutions of meetings or as determined by Council.

REMUNERATION:

Committee Members will receive honorariums as per Township Policy to a maximum of 12 meetings per year.

AUTHORITY:

The Committee is a Committee of the Corporation of The Township of Seguin and has the authority to function within the parameters of their Terms of Reference.