



## COLLECTIONS COMMITTEE

### Terms of Reference

#### **Purpose of the Collections Committee**

The purpose of the Collections Committee is to consider, evaluate and make recommendations to the Gulf of Georgia Cannery Society Board of Directors and Parks Canada on all initiatives and undertakings relating to the acquisition, disposal, maintenance, management and documentation of Archival, Artifact, and Library Collections held by both Parties at the Gulf of Georgia Cannery National Historic Site.

All duties performed by the Committee are done as per the requirements of the Society's Collection Management Policy and by Parks Canada's most recent Cultural Resource Management Policy and the Scope of Collections Statement for the Gulf of Georgia Cannery National Historic Site.

#### **Committee Members**

1. Voting members of the Committee include up to seven members of the Society (including a minimum of one representative from the Society's Board of Directors).
2. A Committee member, who also sits on the Society's Board of Directors, serves as Chair of the Committee.
3. Informational members of the Committee include a representative of Parks Canada to be appointed by the Society's Parks Canada liaison, and the Society Collections Manager. These members serve as a resource and in making recommendations to the committee but do not have a vote.

#### **Meetings**

1. The Collections Committee meets quarterly (minimum of 4 times per year), unless otherwise required, at a time and location agreed upon by members.
2. Additional meetings may be called if deemed necessary by the Society Collections Manager and the Committee Chair.

#### **Member Duties**

##### The Society Collections Manager:

- Works with the Committee Chair to create and distribute the agenda for each meeting at least 3 days prior to the meeting,
- Ensures that all committee members are provided written material to be reviewed prior to a meeting, at least three days prior to the meeting,
- Records minutes of each meeting,
- Distributes minutes to each committee member within three days after a meeting,
- Liaises with the Committee Chair in determining if an additional meeting is required and sends notification of additional meetings to other Committee members.

##### The Committee Chair:

- Presents a report of the Committee meeting to the Board of Directors at the subsequent Board of Directors meeting,



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- Puts forward motions to the Board of Directors on any Committee recommendations that require a general vote.

#### Members in General:

- Provide advice and information to assist with the overall management of the collection
- Connect to people in the fishing industry for the purpose of enriching the collection
- Act as advocates for the Collection in the Society and the general public

#### **Operation of the Collections Committee**

1. Quorum for meetings of the Collections Committee consists of a majority of voting members plus one (including one member of the Board), and the Collections Manager.
2. The Collections Committee makes decisions by consensus. All consensus decisions of the Collections Committee are deemed to be recommendations to both the Society Board of Directors and Parks Canada.
3. If unable to reach consensus regarding actions specifically pertaining to either the Society or Parks Canada collection, each Party has the final authority over their own collections.
4. The Committee refers any activity or initiative that affects the *general maintenance* or *operation* of the Site to the Board of Directors for deliberation.
5. In general, the Collections Committee is guided by the current best practices for artifacts, archives, and library collections as recommended by the British Columbia Museums Association the Canadian Museums Association, and/or the Canadian Heritage Information Network.
6. Committee terms of reference are reviewed once every year.