



### Template for Committee Terms of Reference

Committee Name: Elgin County Museum Advisory Committee			
Date of Formation			
Enabling Legislation / By-Law (if applicable): By-Law No. 16-03			
Staff Support:		Dept Linkage:	
Total # of Members: 7	Public: 5	Council: 1	Staff: 1
Meeting Frequency:		# of Meetings / Yr: 2	
Budget Impact:			
Indicate Link to Council's Strategic Priorities:			
Mandate:			
<ol style="list-style-type: none"> <li>1. Admission and membership fees;</li> <li>2. Ideas and research on exhibitions;</li> <li>3. Feedback on potential acquisitions;</li> <li>4. Fundraising activities, publicity and special events;</li> <li>5. Review of draft policies and procedures;</li> <li>6. Liaison with County museums;</li> <li>7. Liaison with allied organizations such as Women's Institutes, IODE and Elgin County Tourism Services;</li> <li>8. Establishment and organization of related advocacy groups and friends organizations.</li> </ol>			
Goals / Objectives:			

Committee Composition: (special skill required for members)		
One member of Elgin County Council;		
Two appointees from Elgin County Women's Institutes; one from East Elgin and one from West Elgin;		
One appointee on behalf of the agricultural community in Elgin County;		
One appointee, to be named by Elgin County Council, who is representative of, or employed by, another museum located within the County of Elgin and who will act as a liaison with County museums;		
Two appointees, to be named by Elgin County Council, as "at large" members who shall be persons interested and knowledgeable about the affairs of the Museum.		
Any changes to membership shall require the approval of Elgin County Council. The Director of Community and Cultural Services (or designate) and Museum staff shall also attend meetings as non-voting members.		
Clerks Review:	Date:	Signed: