

Township of Algonquin Highlands

Dorset Heritage Museum Committee Terms of References

1. Title:

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2. Purpose:

The purpose of the D H M Committee is to promote and encourage the use of the museum by working with community members/volunteers, community
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stories, artifacts and to preserve, and archive items.

3. Membership:

- < A minimum of but not limited to 6 citizens from the community of Dorset
- < 2 Councilors from the Township of Algonquin Highlands
- < 1 Councilor from the Township of Lake of Bays
- < The committee shall be appointed by Council for the Township Of Algonquin Highlands at the start of each new term of Council
- < A quorum for a meeting to proceed must be a majority including 1 Council rep from Algonquin Highlands
- < Decisions will be made by a majority vote. All members of the committee shall have voting rights

4. Vacant Positions:

Shall be filled as needed until the term expires. Council shall be advised of any changes, for their approval.

5. Chairperson:

The committee shall elect the Chairperson, with below listed responsibilities.

- < Scheduling meetings, preparing the agenda and ensuring all necessary documents requiring discussion or comment are attached to the Agenda
- < Inviting specialists to attend meetings when required
- < Guiding the meeting according to the agenda and time available
- < Ensuring all discussion items end with a decision, action or definite outcome
- < Review and approve the draft minutes before distribution
- < May appoint a designate as required to chair the monthly meeting

6. Secretary:

The committee shall elect the Secretary, with below listed responsibilities.

- < Issuing notices of meetings
- < Taking notes of proceedings and preparing minutes of the meeting
- < Distributing the minutes to all committee members one week after the meeting
- < The minutes shall be checked by the chairperson and accepted by the committee members as an accurate record at the commencement of the next meeting
- < Once accepted by the committee the secretary will forward the minutes to the Council of Algonquin Highlands for approval

7. Meetings:

Meetings shall be held once a month excepting the months of July, August, & December. Unless revoked by the Chairperson at her/his discretion and with notification to the balance of the committee.

Budget:

A preliminary budget meeting is to be held in Oct./Nov. for the budget to be finalized. The secretary along with any other interested committee members shall assist in the development of the proposed annual budget, which will be approved by committee prior to being submitted to the Council for the Township of Algonquin Highlands for approval.

8. Amendments:

This Terms of Reference shall be reviewed annually and any amendments will be submitted to Council for approval.