

TERMS OF REFERENCE
SHELBURNE HISTORICAL SOCIETY STANDING COMMITTEES

Effective 10 Aug 2024

FACILITIES COMMITTEE

MANDATE

The membership of the Committee will include the Maintenance Manager, at least one Director, at least one member of the Shelburne Historical Society and at least two members of the community, preferably with experience in engineering, the construction industry or facilities management. A quorum for meetings of the Committee shall be the majority of its members.

Reporting to the Board of Directors, and in collaboration with the Board and membership, the Facilities Committee ensures that the properties and buildings owned by the Shelburne Historical Society are well maintained and in keeping with the aesthetic and historical characteristics of the sites and surrounding community. These properties and buildings are:

- the Nairn House, currently housing the Shelburne County Museum;
- the Coyle House, currently housing Tottie's Crafts;
- the Cox Warehouse;
- the Blacksmith's property; and
- Tottie's Store, currently used by the Shelburne Re-enactment Association as its Orderly Room with the agreement that the Association is to provide support with the maintenance of the building.

RESPONSIBILITIES

1. To review the condition, use and recurrent cost of SHS buildings and properties annually or as necessary, and make recommendations to the Board with regard to use, layout and major repairs, as appropriate;
2. to conduct periodic review of the energy efficiency of SHS buildings and suggest or implement improvements where necessary;
3. to research and develop grant proposals to finance necessary repairs to SHS buildings and properties when funding from the SHS is not possible;
4. as required, to establish, oversee, formulate and approve terms of reference, and retain overall responsibility for sub-committees that will advise on activities relating to SHS building sites, grounds and associated matters;
5. to evaluate, assess and research potential interest in the utilization of the Cox Warehouse and present findings and proposals for further development and use to the Board;
6. to meet with tenants of SHS buildings and prepare the requisite documents for leasing of space within any of those buildings;
7. to pursue, investigate and recommend to the Board potential means of generating revenue from SHS properties and buildings through leasing, development or sale; and
8. to submit written minutes of all meetings of the Committee to the Board.

REVENUE GENERATION COMMITTEE

MANDATE

The membership of the Committee will include at least one staff member, at least one Director and at least two members of the Shelburne Historical Society. A quorum for meetings of the Committee shall be the majority of its members.

Reporting to the Board of Directors, the Revenue Generation Committee assists the Board in fulfilling its obligations relating to revenue generation, including charitable donations, social events, endowments and bequests, fundraising campaigns and other associated activities.

RESPONSIBILITIES

1. To review and evaluate the current revenue generation practices of the Society and conduct comparative research into current best practices for revenue generation by other not-for-profit organizations;
2. to develop, review and submit to the Board a revenue generation plan for the Society, and to implement such plan upon approval by the Board;
3. to take written minutes of all Committee meetings and make them available to the Board; and
4. to regularly report to the Board on potential and completed revenue generation activities.

HUMAN RESOURCES COMMITTEE

MANDATE

The membership of the Committee will include the Manager, the Curator, at least one Director and at least one member of the community, preferably with experience in human resource management. A quorum for meetings of the Committee shall be the majority of its members.

Reporting to the Board of Directors, the Human Resources Committee assists the Board in fulfilling its obligations relating to human resources, including recruitment, orientation performance, compensation, training/professional development, succession and health and safety matters.

RESPONSIBILITIES

1. To assist and make recommendations to the Board regarding the development and review of SHS personnel policies;
2. to review contemporary best practices in human resources development, organizational structure and compensation principles and practices, and recommend any required changes to the Board;
3. to develop, amend and update as necessary, a job description and performance review schedule for the Manager;
4. to conduct the annual performance review of the Manager;
5. to review and make recommendations to the Board regarding compensation for the Manager;
6. to examine and report to the Board, at least annually, on the succession planning process for the Manager and for staff reporting to the Manager;
7. to ensure that written staff job descriptions and performance review procedures are in place and current;
8. to discuss with the Manager the hiring and compensation of staff reporting directly to the Manager, and to recommend changes to the Board in order to maintain fair and equitable administration of hiring and compensation procedures;
9. to provide support and assistance to the Manager regarding staff issues;
10. to promote equality and diversity in the workplace and implement fair and equitable employment practices;
11. to develop and maintain current job descriptions for key volunteers of the SHS; and
12. to submit written minutes of all meetings of the Committee to the Board.

GOVERNANCE COMMITTEE

MANDATE

The membership of the Committee will include at least two members of the Shelburne Historical Society. A quorum for meetings of the Committee shall be the majority of its members.

Reporting to the Board of Directors, and in collaboration with the Board and membership, the Governance Committee is charged with the review and revision of the mission statement and strategic plan of the Society.

RESPONSIBILITIES

1. To periodically review and revise the mission statement and strategic plan of the Society;
2. to review and propose revisions to the Society's bylaws;
3. to develop, review and revise, as necessary, the job descriptions of the Board and the terms of reference of the Society's standing committees;
4. to make recommendations to the Board on governance policies, practices and procedures related to not-for-profit organizations; and
5. to monitor compliance with not-for-profit governance regulations and, accordingly, provide reliable and judicious guidance to the Board.

FINANCE COMMITTEE

MANDATE

The membership of the Committee will include the Treasurer of the Society, the Manager, the Bookkeeper, one member of the Shelburne Historical Society and at least one member from the community with knowledge of financial management, policies and procedures. A quorum for meetings of the Committee shall be the majority of its members.

The Finance Committee is responsible to the Board of Directors and members, and employing established fiscal policies and methods, is charged with implementing and maintaining sound financial practices and procedures relating to the objectives of the Society.

RESPONSIBILITIES

1. To provide financial oversight for the Society as a not-for-profit organization;
2. to establish and maintain the Society's financial policies and fiscal management systems;
3. to develop, for the consideration of the Board and members, a multi-year financial plan and budgets consistent with the needs, policies, resources and objectives of the Society; and
4. to establish and maintain funds and other financial means to ensure the timely availability of resources for the maintenance of the Society's properties and the implementation of its objectives.

COMMUNICATIONS COMMITTEE

MANDATE

The membership of the Committee will include the Manager, one staff member from each of the three museums and at least one member from the community. A quorum for meetings of the Committee shall be the majority of its members.

The Communications Committee is responsible to the Board of Directors and members, and in collaboration with the Board, is charged with developing, maintaining and enforcing communications plans and policies in keeping with the Society's objectives.

RESPONSIBILITIES

1. To produce and distribute the Society's newsletter, "The Atlantic Anchor", at least twice each calendar year;
2. to represent and speak on behalf of the Society, in accordance with the approved communications plan;
3. to ensure that all communications are consistent with the Vision Statement of the Society and in accordance with the goals of the Strategic Plan;
4. to effectively utilize appropriate and current communications tools, including social media;
5. to ensure that the material posted on the Museum website is current, accurate and relevant; and
6. to appoint, as required, an assistant to provide communications support for social media and to monitor and maintain the Museum website.

NOMINATING COMMITTEE

MANDATE

The membership of the Committee will consist of two or more members of the Shelburne Historical Society. Directors may be members of the Committee, but it is not required that membership of the Committee include a Director. A quorum for meetings of the Committee shall be the majority of its members.

The Nominating Committee is responsible to the Board of Directors and members, and is charged with seeking, recruiting and soliciting nominations to fill potential vacancies on the Board and standing committees of the Society.

RESPONSIBILITIES

1. To present a list of candidates for each office which will be vacant at the time of the Annual General Meeting, and for which an election will be required;
2. to accept written nominations for elected office, endorsed by at least two members of the Society, up to thirty (30) days and no later than seven (7) days prior to the commencement of the Annual General Meeting;
3. to distribute its list of candidates, as well as written nominations, to the Society at least seven (7) days prior to the Annual General Meeting;
4. to conduct the election of office holders at the Annual General Meeting by means of a secret ballot;
5. to create a contingency succession plan to expedite recommendations to the Board of the names of persons eligible and willing to temporarily fill vacancies that may occur throughout the year on the Board and standing committees until such time as a successor can be appointed for the long term; and
6. to identify potential Board and standing committee members if and when required.

EQUITY, DIVERSITY AND INCLUSION (EDI) COMMITTEE

MANDATE

The membership of the Committee will consist of at least one Director, the Manager, the Curator and at least one member of the Shelburne Historical Society. A quorum for meetings of the Committee shall be the majority of its members.

The Equity, Diversity and Inclusion (EDI) Committee is responsible to the Board of Directors and members, and is charged with modelling, valuing and celebrating equity, diversity and inclusion in the Shelburne Historical Society as drivers of institutional excellence and core values of museum practice.

RESPONSIBILITIES

1. To prepare and approve a Shelburne Historical Society EDI Plan using criteria and a template provided by Nova Scotia Museum;
2. to apply an EDI lens to operational and strategic planning activities of the Society;
3. to actively recruit diverse membership to the Board of Directors;
4. to recommend and oversee EDI training for Board members and senior staff members;
5. to identify and provide training and supports for a more inclusive work environment;
6. to actively recruit a diverse workforce at Shelburne's Museums by the Sea; and
7. to monitor compliance with all legislation and policy related to EDI in the Society's day-to-day operations.