

Appendix 4 – Terms of Reference for Committees

3. PUBLIC ADVISORY COMMITTEES

A - MILL OF KINTAIL MUSEUM ADVISORY COMMITTEE

i) General Terms

The Mill of Kintail Museum Committee will advise Mississippi Valley Conservation Authority on the protection, promotion and presentation of the Dr. R. Tait McKenzie Collection and James Naismith Collection, and help to facilitate the development of the Mill of Kintail site and programming. At the first meeting of the Committee, a Committee Chair and Committee Vice-Chair will be elected from among the members of the Committee.

ii) Duties of the Committee Chair and Committee Vice-Chair

The Committee Chair, or in his/her absence the Committee Vice-Chair will:

- preside over meetings of the Committee
- in conjunction with the General Manager, prepare and distribute agendas and other items of business
- report to the Board of Directors as appropriate

iii) Specific Terms

The Committee will work specifically on:

- assisting in developing recommendations and strategies to improve Museum operating standards
- initiate projects and activities that will help to implement the development plans
- assist staff with special and regular programming
- consult with outside agencies, groups and individuals as appropriate
- review annual budget requirements and provide recommendations to the Board of Directors
- investigate additional funding sources

iv) Committee Membership

Membership on the Committee will be appointed annually by the Mississippi Valley Conservation Authority Board of Directors and consist of:

- one Mississippi Valley Conservation Authority member from the Board of Directors
- public representatives, six of whom are voting members