

SHIRE OF YORK

**THE YORK RESIDENCY MUSEUM**  
**ADVISORY COMMITTEE**

**TERMS OF REFERENCE**

The Shire of York resources a Museum staffed by officer[s] professionally trained in curatorial work and collections management.

The Museum will:

1. Operate as a not-for-profit permanent institution open to the public.
2. Acquire, conserve, research and exhibit for the purposes of education and enjoyment, material evidence of the people and environment of the Shire of York, in accordance with relevant policies pertaining to museum functions, protocols and recognised national standards.
3. Preserve and document the moveable cultural heritage of the Shire of York.
4. Operate in consultation with a community committee.
5. Have decisions concerning policy changes ratified by the Council of the Shire of York before implementation.

In accordance with point 4 above the community committee shall be defined as:

Name of Committee:

The York Residency Museum Advisory Committee

Purpose:

To provide advice, comment and recommendations to Council on policies and issues associated with the operation and development of the Museum.

To contribute ideas and knowledge from diverse perspectives for the development of the Museum, its operation, collections and activities.

### Specified Persons or Group Representatives:

1. A representative of the Council of the Shire of York.

The Council shall also appoint a deputy member who shall attend in the absence of the member.

2. Curator [ex-officio, non-voting].

The Chief Executive Officer shall also appoint a staff member who shall attend in the absence of the Curator.

3. A representative of The York Society.

The York Society shall be invited to nominate a member of the Committee.

4. A minimum of two and a maximum of four members of the Residency Museum Volunteer team.

All volunteers shall be invited to nominate as members of the Committee.

### Method of Appointment

Nominations for Committee membership shall be called to close on 1 August prior to the Council's Ordinary Elections.

Nominations will be considered by the Committee and forwarded with recommendations to the Council to be considered at the Ordinary Council Meeting in October following the election.

### Tenure of Appointment

All persons appointed to Committees shall serve for a term of two years and the term shall expire on the Election Day.

### Resignation

A person who wishes to resign shall do so in writing to the Chief Executive Officer and the resignation shall take immediate effect.

Nominations for replacement shall be sought from the relevant specified persons or group, considered by the Committee at the next Committee meeting then forwarded with recommendations to the Council to be considered at the next Ordinary Council Meeting.

### Attendance

A member of the Committee who is absent without leave for three consecutive meetings shall forfeit their membership of the Committee.

## Meetings

The Committee shall meet at least four times in any one financial year.

## Presiding Member

The Chair of the Committee shall be elected by the Committee except where the Council has specifically resolved to appoint the Presiding Member.

The Deputy Chair shall be elected by the Committee except where the Council has specifically resolved to appoint the Deputy Presiding Member.

## Meeting procedure

Quorum:

The quorum for this Committee shall be four members, which shall include deputy members where appointed.

Minutes:

Minutes of Committee meetings shall be recorded in the format required by the Council and shall be submitted to the following Council meeting with any recommendations clearly specified.

Voting:

Each member shall have one vote. The Curator or staff member shall be ineligible to vote.

## Dissolution Clause

In the event of the dissolution of the York Residency Museum all artefacts comprising the collections of the Museum shall be disposed of strictly in accordance with the Museum's Collection Policy.

## Confirmation

These Terms of Reference were confirmed by an absolute majority of the Council at the ordinary meeting held on \_\_\_\_\_ 2011