



The ArQuives Museum Advisory Committee (AMAC) is a volunteer committee established to advise and assist The ArQuives on the early development of policies, programs, and to act as public advocates in support of The ArQuives mandate to collect, preserve, and give public access to LGBTQ2+ history. The AMAC will seek advice and feedback from the diverse LGBTQ2+ communities in Canada via this formal group to facilitate communication between the communities and The ArQuives.

1. Official Name of the Committee

1.1 The official name of the "Committee" is The ArQuives Museum Advisory Committee (AMAC).

2. Membership

2.1 The AMAC shall be composed of seven (7) members, as follows:

- Five (5) community members
- The Executive Director of The ArQuives
- One (1) representative from The ArQuives Board of Directors

2.2 All officers of the AMAC shall be elected by the committee in their first meeting of the fiscal year.

2.3 The Chair shall:

- Call meetings of the committee.
- Chair meetings of the committee.
- Designate another member of the Committee to chair the committee in their absence.
- Report to the Board on the work of the committee each month.
- Work closely with the Executive Director to assure that the support required and needed by volunteers is provided in a timely manner.
- Act as a spokesperson, ambassador, and advocates on behalf of The ArQuives in their communities and among various segments of the museum membership.

2.4 The Secretary shall:

- Create the agenda for the meetings of the committee.
- Record the minutes of the committee and make them available within seven (7) days.

- Present the minutes of the previous meeting.
- Designate another member of the committee to keep the meeting minutes in their absence.
- Act as a spokesperson, ambassador, and advocates on behalf of The ArQuives in their communities and among various segments of the museum membership.

2.5 Members shall:

- Attend and participate in meetings of the committee.
- Carry out designated action items where appropriate to fulfill the mandate of the committee.
- Report to the Chair any issues to be addressed by the AMAC.
- Act as a spokesperson, ambassador, and advocates on behalf of The ArQuives in their communities and among various segments of the museum membership.

2.6 The Executive Director shall:

- Attend and participate in meetings of the committee.
- Act as liaison between the committee and The ArQuives staff and volunteers

2.7 The Board of Director Member shall:

- Attend and participate in meetings of the committee. Act as a liaison between the committee and The ArQuives Board of Directors.

2.8 All Members will be voting members of the committee. Quorum will be the majority of Members.

3. Term of Membership

3.1 Membership is open to those who are interested in contributing to the development of an LGBTQ2+ museum as part of The ArQuives' mandate.

3.2 Any member of the public can apply to be a part of the AMAC. Members of AMAC will be considered volunteers of The ArQuives and must observe its code of conduct as well as all policies, procedures, and by-laws of the organization. Members of AMAC will attend a welcome training session at the start of their term.

3.3 The period of committee membership will be a two-year term for a maximum of four consecutive years.

3.4 A committee member who does not uphold their responsibilities or misses meetings without a reasonable explanation will be asked by the Chair to resign from the

committee. If the member refuses to resign, a vote shall be taken on the removal of the member from the committee.

3.5 Vacancies shall be publicly advertised on The ArQuives' website, social media, and the notice distributed by The ArQuives' Administrative Assistant to community members.

4. Formation

4.1 The AMAC was formed in 2019 in response to the growing need to provide permanent exhibition space to meet community demand. The creation of a committee was based on community feedback carried out in the 2018-2019 Museum Feasibility Study conducted by the organization.

4.2 The formation of the Committee responds directly to priorities outlined in The ArQuives' 2017 Strategic Plan. In particular, priorities 1) Improved Public Profile, 4) Improved Programming, and 5) The Right Space.

5. Jurisdiction

5.1 The Committee cannot commit the use of the organization's financial and human resources without prior approval from the Board of Directors and/or the Executive Director.

5.2 The Committee will not be responsible for any of the following:

- Administrative matters including governance structure, including directions to staff and volunteers.
- Preparing, approving, or delivering the annual budget and capital projects.
- Performing project and program implementation.

6. Goals of the Committee

6.1 Primary goal of the committee is to advise and assist The ArQuives on the development of policies and programs that meet the interests of the LGBTQ2+ community.

6.2 Secondary goal is to assist The ArQuives in serving LGBTQ2+ communities as an essential part of cultural life.

6.3 Other goals consist of acting as public advocates in support of The ArQuives' mandate to collect, preserve, and give public access to LGBTQ2+ history.

7. Deliverables

7.1 Meetings

The Committee will meet quarterly on Monday evenings (February, May, September, December) in the Reading Room of The ArQuives.

In the week leading up to the meeting, the Chair will submit a call for items to be added to the agenda through the Basecamp group. Members will reply to the original post with any topics they would like to discuss. If there are any documents to bring to attention at the meeting, members will upload and attach them to the original post. The Secretary will compile the items and create the agenda, which will then be posted to the Basecamp group on the morning of the meeting (at the latest) for members to review beforehand.

The Chair will commence each meeting with an overview of the agenda before moving ahead with each item. Items will be introduced by the Member who put them forward and a short group discussion will follow to generate ideas and offer feedback if necessary. Discussions will be moderated by the Chair.

Meetings are open to the public except when the committee needs to hold a closed meeting. A meeting may be closed for any of the following conditions:

- Education or training of the members.
- Information is supplied in confidence by municipal, provincial, or federal government.
- Trade secrets are being divulged.
- Technical, financial or labour relations information is supplied in confidence, which, if disclosed, could be expected to significantly prejudice the competitive position or interfere with contractual or other negotiations of a person, group of persons, or organization.

Before holding a Closed Meeting (or part of a meeting), the Chair must state for the record:

- That the AMAC is holding a closed meeting
- The general nature of the matter being discussed or considered.

A meeting shall not be closed if the AMAC is voting on a procedural matter or giving suggestions for the directions or instructions to staff or The ArQuives volunteers.

If all the conditions for a closed meeting must be met. All deliberations while in a Closed Meeting shall remain confidential until otherwise approved by the AMAC in Open session. Minutes of Closed Sessions shall be recorded and remain confidential.

7.2 Communications

Communications outside of group meetings will be conducted remotely through the AMAC Basecamp group. Additional communications will take place by email. Quarterly meeting reminders, updates, and notifications will be posted here by the Committee Chair and Secretary while members will post questions or announcements. Any urgent requests are to be sent directly to the Chair via email. The Chair will have primary responsibility over managing the platforms.

The AMAC Basecamp group will also be used as a repository for storing information, attachments and documents, all of which will be accessible to every member of the Committee. In creating a shared space for both communication and storage purposes, this will ensure that all communications and recorded information are easily retrievable for reporting purposes.

The AMAC will transfer their material to The ArQuives institutional records four times a year. Once a year prior to the fiscal year-end (December 31), a designated member will review the material to ensure all records have been transferred.

7.3 Planning

The AMAC will work with the Executive Director to create a yearly work plan for the committee that is consistent with the mandate of the organization and that is feasible given financial and personnel limitations of the committee. The work plan will be presented to the Board of Directors at their December meeting as part of their yearly reporting.

The AMAC will work with the Executive Director and the AMAC Board of Director member to create long term goals for the committee based on The ArQuives's strategic planning documents.

7.4 Reporting

The AMAC reports directly to The ArQuives Board of Directors. The Chair of the AMAC will provide written monthly updates to The ArQuives Board of Directors prior to each board meeting.

The AMAC Chair will present a yearly report to the Board of Directors at the end of each fiscal year at the December Board of Directors meeting.

The AMAC Chair will present the yearly report to The ArQuives membership at the Annual General Meeting.

8. Resources and Budget

8.1 The AMAC requires the skills of the committee members and volunteers who participate in The ArQuives projects. The committee also relies on the support of The Board to advocate on behalf of the group as necessary.

8.2 Administrative support to the AMAC will be provided by The ArQuives. Additional staff support will be made available to the AMAC on an as-needed basis. Meeting space, refreshments, and facilitators for meetings will be provided by The ArQuives as requested.

8.3 The fiscal year of The ArQuives is from January 1 to December 31. The AMAC will work with the Executive Director to submit a budget request that reflects their upcoming year's operating needs, in keeping with The ArQuives budget directions and timelines.

9. Governance and Relationships

9.1 Related The ArQuives policies: Strategic Plan.

9.2 Relationship to other The ArQuives Committees if any. Through its work, the AMAC is related to the Operations Committee and the Community Engagement Committee.

10. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Committee. The Chair of the Committee shall be responsible for making revisions to the policy every 2 years, or with greater or lesser frequency as warranted. This review process seeks to correct any oversights in previous terms of reference, and to account for new circumstances that have arisen since the last review.

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