



Maude Abbott Medical Museum Advisory Board Terms of Reference

1. Management

The day to day running of the Museum will be the responsibility of the Director, with the advice, support and assistance of the Museum Advisory Board.

2. Duties and Objectives of the Advisory Board

The Board advises on all matters relating to the development, management, care, control, funding, policies and possible and future developments and management of the Museum including:

- Formally approving major acquisitions and de-accessioning from the collection, on the recommendation of the Museum Director
- Reviewing and recommending revisions, in consultation with the Museum Director, of the Museum's Strategic Plan and all policies that are the basis of the Museum's programs and operations
- Advising on future developments of the Museum
- Promoting awareness of the value and work of the Museum and assisting with fund-raising and advocacy.

3. Membership

The size of the Advisory Board should be 8-12 individuals and reflect the number of roles that the board members should fill and may include:

1. Educators from McGill
2. Clinicians from McGill
3. Scientists from McGill
4. Representative from the "Friends Committee"
5. Students
6. Community representatives, may be expert in tourism
7. Development and Alumni Relations (DAR)
8. Dean of Medicine's representative

Members will have staggered term expirations so that new members are not all appointed at the same time. (This will occur as a part of natural attrition).

The members shall serve as such without remuneration and no member shall directly or indirectly receive any profit from his/her position.

4. Termination of Membership

Membership of the Advisory Board may be terminated after a voting member's absence from three consecutive meetings without acceptable reasons given to the Advisory Board.

5. Election of Chair and Officers

At the commencement of the first meeting in each year the Board shall elect from its members a Chair Person who shall be responsible for the proper conduct of all Board meetings and shall represent the Advisory Board. The Board may establish sub-committees for particular tasks and to further the development of the Museum.

6. Meetings

Meetings of the Advisory Board shall be held at least twice each year and at such times and places as the Board sees fit. The Chair shall have the right to call a special meeting at any time he/she deems fit and decisions made at that meeting will have the full status of decisions made at an ordinary meeting providing all conditions of an ordinary meeting are met except mention of the date in the previous minutes. A quorum for any meeting of the Advisory Board shall comprise six members.

7. Voting and decisions

Questions arising at any meeting of the Advisory Board or of any sub-committee appointed by the Advisory Board shall be decided by a majority of votes of those members present and entitled to vote. Each member present and entitled to vote at a meeting of the Advisory Board or of any sub-committee appointed by the Advisory Board (including the person presiding at the meeting) is entitled to one vote.

8. Role of The Chair:

The Chair is responsible for insuring the smooth and effective operation of the Board and its roles. This will include responsibility for:

- 8.1 Calling the meetings to order
- 8.2 Encouraging an informal atmosphere to encourage the exchange of ideas such as, using a roundtable format
- 8.3 Creating an agenda
- 8.4 Chairing the meetings
- 8.5 Acting as spokesperson
- 8.6 Representing the Board on other Boards when necessary

9. Role of Members:

Membership on the Board is a position of responsibility and requires a strong commitment to the Terms of Reference. Board members are required to:

- 9.1 Attend all regular scheduled meetings. Members are required to notify the Chair, Secretary or the designated municipal staff liaison if they are unable to attend a meeting.
- 9.2 Review all information supplied to them.
- 9.3 Prepare information for use in the development of materials for the Board.
- 9.4 Promote the role of the Board.

10. Duration

The Advisory Board will remain in place for until such time as the Museum Director authorizes an alternative governance structure.

11. Amending the Terms of Reference

The Terms of Reference may be revised by the Museum Director upon the recommendation of the Advisory Board.

History:**Approved by:** MAMM Advisory Board**Date:** March 27, 2018**Revisions approved by:****Date:**