

O'KEEFE RANCH AND INTERIOR HERITAGE SOCIETY
BOARD POLICY MANUAL

Approved: Feb 2018

4. B. CURATORIAL COMMITTEE TERMS OF REFERENCE

1. PURPOSE (Description)

The Curatorial Committee will review Board policy and direction for the care and display of the collections that are the responsibility of the society. At least annually the Curatorial Policy will be reviewed. The Committee will also support the O'Keefe Ranch Curatorial staff in a variety of activities including: acquisitions, de-accessions (removal of items), exhibition development and production and public programming.

Specifically to:

- collect historical items that relate directly to the O'Keefe Ranch including First Nations contributions
- collect, accept, register, document, handle, store and dispose of artifacts in accordance with accepted museum standards and ethics
- develop exhibitions with excellent production value that are relevant, thought provoking and visitor centered
- assist in marketing exhibitions
- assist in the development of public programming as it relates to the O'Keefe Ranch

2. COMPOSITION (Membership)

A minimum of 2 board members will be appointed annually

Ranch Curator

Curator Emeritus

General Manager

3 - 5 public members

Decisions on donations or de-accessions are made by majority vote (in person or in absentia via advance email notification. Decisions

related to exhibits are handled by the curator. Working groups of persons with special skills may be developed as needed.

3. SCOPE AND AUTHORITY (Authority)

Committees exist to support the mandate of the Board and assist staff with implementing that mandate. Committees have NO authority over staff and should not provide direction to them. The President or designate is responsible for providing direction. Committees are advisory in nature and require Board approval for implementation of recommended policy and use of staff time or resources. Decisions or actions may be taken within approved policies.

4. MEETING ARRANGEMENTS

Committees will meet at least quarterly and more frequently as workload or board direction requires.

5. REPORTING

Minutes or record of discussions should be kept of all Committee meetings and shared with the board following their committee meeting.