



Collection & Research Committee

Purpose

The purpose of the Committee is to ensure the Rossland Museum & Discovery Centre (RMDC) Collections and Research functions are established, implemented, and sustained.

Role

The Committee's role is to assist RMDC staff and the initiatives focused on the collection, preservation, and presentation of objects, specimens, and documentary heritage of Rossland.

Role of the Chair

The Chair works with staff to organize committee meetings, develop committee agendas, and ensure minutes are taken. The Chair reports committee activities to the RHMAA Board of Trustees.

Membership/Composition

The Committee should be composed of a minimum of two trustees and can include community members at the discretion of the existing committee members. New community members shall be voted onto the committee by majority vote by current committee members. Membership is one year. The Chair selection is by majority vote by committee members on an annual basis.

Duties and Responsibilities

The duties and responsibilities of the Committee are to assist with the collections and research planning, prioritization, and delivery.

The committee's priorities could include:

- Accessioning scope and procedures (includes both archives and collections)
- Disaster/Emergency and Preservation Planning
- Support of high priority or time-specific projects/initiatives
- Providing assistance to staff in meeting goals as needed
- Other areas as required
- The Committee shall also support designated staff in the delivery of the above priorities

Reporting

The committee reports to the RHMAA Board of Trustees as an advisory committee.

Meeting Frequency

Quarterly, or as agreed by membership.

Terms of Reference Review

Committee Terms of Reference will be reviewed annually at the first meeting.

RHMAA President

Committee Chair

RMDC Museum Director

First Approved: March 31st, 2021

Version 2 Approved: February 22nd, 2022

Version 3 Approved: March 7th, 2023