



## Committee Name: *Policy Committee*

### Purpose

*The purpose of the Policy Committee is to develop and review the Rossland Historical Museum & Archives Association's (RHMAA) institutional policies and supporting documents.*

### Role

*The Committee's role is to ensure the RHMAA's institutional policy and supporting document needs are complete and kept up to date.*

#### Role of the Chair

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

### Membership/Composition

*The Committee should be composed of a minimum of two trustees and could include a community member at the discretion of the existing 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 Policy Committee are to advise the Board of Trustees on the need for new or the review of existing institutional policies and supporting documents. The Committee shall assist in the review and development of policy documents to be approved by the Board of Trustees.*

*The Committee shall also support designated staff in the development and review of institutional procedures where needed by RMDC.*

### Reporting

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

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RHMAA President

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Committee Chair

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RMDC Museum Director