

JOB DESCRIPTION
Museum & Archives Advisory Committee Member
Peterborough Museum & Archives
City of Peterborough By-Law Number 11-019

DRAFT

Main Purpose

Assist the Museum and Archives Advisory Committee (MAAC) in fulfilling its responsibilities to act on behalf of the Council of the City of Peterborough in the management and regulation of the Peterborough Museum & Archives (PMA).

Key Responsibilities

- 1) Represent the community interest by attending and actively participating in MAAC meetings;
- 2) Fulfill fiduciary responsibilities by assisting in the development, establishment, and monitoring of PMA policies and procedures, budgets and plans;
- 3) Advise Council by identifying and responding to issues, concerns and government policies, which may affect the museum and archives community;
- 4) Participate in and/or chair “ad Hoc” and standing MAAC committees as required;
- 5) Promote all PMA activities and programs;
- 6) Support staff by attending PMA programs and functions.

Working Relationships

Inside the Corporation: Mayor and Members of City Council, Chief Administrative Officer, Director of Community Services Department, Manager of Arts, Culture and Heritage, Museum Director

Outside the Corporation: Other government, arts, heritage, culture and tourism agencies, institutions of learning, local and regional businesses, community organizations and groups.

Scope

- a) Financial: ensure that the PMA has adequate financial resources for annual operating, capital and special project budgets. Support revenue-generating efforts on behalf of the PMA.
- b) Operating: assist with the governance of the PMA by establishing and monitoring governance and policies in compliance with City policies and procedures, collective agreements, as well as government legislation and standards.
- c) Personnel: assist in the selection of Museum Director.

Approval Date

The date the job description is approved by MAAC.