

**GIRL GUIDES OF CANADA – BRITISH COLUMBIA COUNCIL
ARCHIVES and MUSEUM COMMITTEE**

TERMS OF REFERENCE

PURPOSE

To carry out the work of the Provincial Council, as directed by the council and the *National Strategic Plan*.

To organize and maintain the Provincial Girl Guide Archives and Museum through cataloguing, preservation, storage, accessioning and deaccessioning of:

- Administrative material
- Photographs
- Literature
- Museum artifacts
- Ephemera

To preserve the material and social history of Guiding in British Columbia.

To educate Guiding members about the history of Guiding in British Columbia.

To bring the past alive.

MEMBERSHIP

Membership to include:

Lead	Is the Archives and Museum Committee contact person.
Committee Members	Recommended by the membership; approved by the PC Team and appointed by the Committee Lead.
Ex-officio	Provincial Commissioner.

Committee members' duties may encompass the following, as assigned by the Chair:

- TBD by committee

RESPONSIBILITIES

1. To carry out the purpose of the Archives and Museum Committee.
2. To carry out the curatorial activities of the Archives and Museum Committee.
3. To review donated material and acknowledge receipt of same.
4. To encourage areas with their Archives and Museum Collections.
5. To monitor the ongoing care and management of the collections.
6. To be knowledgeable of current collection management standards.
7. To report to BC Council and be accountable for an annual budget.
8. To make research material available on request.

These Terms of Reference to be reviewed every two years.

Approval date: May 2018