

Collections Working Group (CWG) Terms of Reference

Name: Collections Working Group (CWG)

Type: Advisory

Review: Reviewed every 3 years by the Operational Working Group

Authority: Advises on potential donations to the permanent collections and working collection. Reviews recommendations for deaccession and advises on the removal of object(s) from the permanent collections and working collection.

Reporting: A record of member votes, and the accepted or declined decisions made regarding each object will be recorded during each meeting and available as public record.

Deliverables:

- Volunteer for meetings of the CWG
- Review potential donations and deaccessions presented by Museum staff
- Using available resources advise staff on each donation and/or deaccession
- Record either a “yes,” “no,” or “abstain” response to each request
- Direct special circumstances to the Board of Directors for consideration
- Museum staff will record the decisions of the CWG meetings for public record
- Museum staff will conduct all communication with donors

Purpose:

The Collections Working Group (CWG) will use the knowledge and experience of Goulbourn Museum staff, the Directors of the Corporation, and community stakeholders to approve accessions to and deaccessions from the artefact and working collections. The CWG aims to include individuals who have lived experience with communities that have been historically underrepresented in cultural institutions in the Museum’s collections development process.

The CWG will determine the historic significance of an object and the Museum’s ability to care for, interpret and display the object(s) within the context of Goulbourn Museum’s Collection Development Policy. Objects approved for accession will be maintained by Goulbourn Museum, adhering to appropriate collections standards. Objects approved for deaccession will be disposed of by Goulbourn Museum, adhering to appropriate collections standards and the Museum’s Deaccession Procedure. The CWG will assist the Group’s Chairperson with the navigation of complex concerns including but not limited to perceived conflicts of interest, object(s) with significant conservation requirements, items with other sensitive issues associated with acquisition (e.g. cultural sensitivity) and deaccessioning.

Resources and budget:

Meetings of the CWG will be held either in person at the Goulbourn Museum or online using the Museum’s subscription to video conferencing software. Staff resources will support volunteer applications and orientation, collecting materials from donors, presenting materials to the CWG, recording votes, and implementing the Group’s decisions.

The CWG will not require any operational funds to conduct meetings. Staff resources will be required to facilitate the CWG and will be recorded in the Museum’s annual work plan. The

CWG will consider the annual collections and conservation budgets and physical plant (buildings, equipment, assets, storage spaces, etc) when making decisions regarding donations and/or deaccessions.

Composition:

The CWG is an operational working group.

Volunteers will include:

- Individuals who have lived experience with communities that have been historically underrepresented in cultural institutions (for ex. Indigenous communities, people of colour, persons with disabilities, etc.)
- Those with an interest in advancing collections development
- Those with a connection to culture, individuals, or locations relevant to the area of the former Goulbourn Township before, during, and after its incorporation

The Museum will fill a maximum of 20 volunteer spaces in a "CWG Volunteer List." A maximum of three members of the Directors of the Corporation will represent the "CWG Directors List." Volunteers will be contacted with the details of each CWG meeting a minimum of two weeks in advance of the date. The first four volunteers from the "CWG Volunteer List" and the first Director who express interest in participating will represent the perspective of the community and Directors of the Corporation on the CWG.

The Goulbourn Museum's most senior collections staff member or delegate will serve as the Chairperson and shall report to the Museum Manager or most senior staff.

Meeting arrangements:

Meetings of the CWG will be held either in person at the Goulbourn Museum or online using the Museum's subscription to video conferencing software. Meeting frequency will be determined by the quantity of potential donations and/or deaccessions requiring decisions of the CWG. Meetings will be scheduled to accommodate availability of different members of the CWG Volunteer List, CWG Directors List, and staff. Meetings will be capped at 90 minutes in duration.

Voting and Quorum: Fifty percent plus one member of the maximum five member CWG panel, shall constitute a quorum. The CWG strives to make decisions through consensus. If consensus cannot be reached, then the decision will be made by a majority of the votes cast on the question. A tie vote is lost. It will be the prerogative of the CWG's Chairperson to determine when consensus can't be achieved and, therefore, when a vote is called.

A meeting agenda with information about each donation and/or deaccession will be electronically distributed to the CWG participants one week prior to the meeting date. The CWG will review object documentation in advance of the meeting and will declare any conflict of interest at the beginning of each meeting. Conflict of Interest is defined as any personal interest which might appear to influence official duties of CWG members. Volunteers who declare a Conflict of Interest will abstain from voting on objects associated with their perceived conflict.

Meetings of the CWG will not be recorded with minutes. A record of the decisions made by

the CWG will be recorded by the Chairperson or a delegate and retained with collections documentation as public record.

Terms:

Volunteers shall be selected based on interest in advancing collections development at Goulbourn Museum, their volunteer application, and interview process. Members of the CWG Volunteer List will be invited to reapply to the CWG after a period of two years.

Directors of the Corporation will be invited by the Museum's Manager or delegate to participate in the CWG Directors List. The CWG Directors List will be evaluated annually by the Museum's Manager or delegate.

A CWG member may resign by providing written notice to the Group's Chairperson. The resignation takes effect when the notice is given unless a later date is specified in the notice. The Group's Chairperson can recommend the removal of a CWG member; the Manager or most senior staff will make the final decision.

Other Resources:

- Collections Standards for Community Museum in Ontario ([Standards for community museums in Ontario](#))
- Goulbourn Museum Collections Policy
 - G.21.1-Collections-POLICY-2021-12-16.docx.pdf
- Goulbourn Museum Conservation Policy
 - G.22.0-Conservation-POLICY-2018-10.docx.pdf
- Goulbourn Museum Research Policy
 - G.18.1-Research-POLICY-2021-12-16.docx.pdf
- [R.1.0 Collections_Management_Procedures-2018-12.pdf](#) , section 12.0 Deaccession Procedure.

Last update: August 11, 2021