

DEPARTMENT OF MUSEUM VOLUNTEERS (DMV)

BOARD GOVERNANCE POLICY

Preamble:

The Department of Museum Volunteers (DMV) operates as a department of the Royal Ontario Museum (ROM) and is currently within the Visitor Relations and Commercial Services Division. Founded in 1957, the Members' Committee was renamed the Members' Volunteer Committee in 1977 and became the Department of Museum Volunteers (DMV) in 1992.

The DMV is governed by a Board of Directors comprised of elected Officers (President, Vice President, immediate Past President and Secretary / Treasurer), who also act as the Executive Committee, and elected Section and Committee Chairs (Portfolio Directors), as well as appointed Chairs of Section and Associate Committees (Representative Directors). The Board may from time to time appoint Ad Hoc Committees to undertake specific projects. Chairs of these Committees may be invited to attend Board meetings but may not vote. Powers of the Board are set out in by-laws and by Board resolution.

Principles of Governance:

The Board will, within the framework of the Canadian Museum Association's *Ethics Guidelines* and the ROM's policies and procedures:

- Provide strategic leadership
- Set strategic goals.
- Develop DMV policies that are understandable and meaningful.
- Be receptive to all points of view, both within and outside the DMV.
- Encourage diversity of viewpoints.
- Be pro-active.
- Liaise with other Departments of the ROM and the ROM Governors.

Board Responsibilities:

The Board will:

- Exercise powers and duties vested in it by its by-laws and Board resolution.
- Ensure that financial practices are appropriate and accurate.
- Strive to govern with excellence and continually improve as a Board.
- Support active and enthusiastic advocacy on the ROM's behalf.
- Work towards increasing diversity and accessibility within the DMV.
- Oversee annual and long-term plans and strategies.

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- Ensure there are in place appropriate and current policies affecting all areas of the DMV, to guide members who are involved in DMV operations, management or governance. These include:

Governance Policies

Board Governance
 Vision, Mission & Strategic Objectives
 Values, Ethics & Conduct

Human Resources Policies

DMV Membership
 Volunteer Resources
 Abuse, Harassment and Discrimination

Administration Policies

Financial Control
 Purchasing
 Information Management
 Privacy
 Intellectual Property

Outreach Policies

Communications & Media
 Public Programs & Activities

- Regularly review policies and plans against the DMV's vision, mission and strategic objectives.
- Monitor DMV policies to ensure continued relevance.
- Encourage adherence by DMV members to DMV and ROM policies.

Conduct of Directors:

Directors shall:

- Demonstrate a genuine interest in the DMV and ROM and maintain high ethical standards.
- Distinguish clearly between volunteer and employee roles and refrain from any appearance of interference with institutional operations.
- Be willing to subordinate differences of temperament and opinion in the broader interests of effective governance.
- Demonstrate a united front by supporting Board decisions and policies outside the boardroom.
- Avoid conflicts of interest and perceptions of conflicts of interest.
- Keep confidential DMV and ROM information involving matters of trust.

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Committees:

The Board may establish standing, associate or Ad-Hoc Committees to undertake general duties or specific assigned tasks, as defined in by-laws or Board resolution.

President's Responsibilities:

Within the ROM, the President has the responsibilities of a Department Head.

The President will also:

- Represent the DMV to ROM management and outside parties.
- Ensure that the Board operates in a manner consistent with its by-laws, policies and Board resolutions.
- Be the official spokesperson for the DMV, other than in specifically authorized instances.

Related Policies:

DMV Vision, Mission & Strategic Objectives
DMV Ethics & Conduct
ROM Board Governance
ROM Vision, Mission & Principles
ROM Ethics & Conduct