



ROM BOARD OF TRUSTEES: ROLE DESCRIPTION

Position: Trustee

- A. 15 appointed by the Lieutenant Governor of Ontario in Council;
- B. 3 elected by members of the ROM;
- C. 3 ex-officio positions:
 - Chair of the Governing Council, University of Toronto
 - President of the University of Toronto
 - Director & CEO of the Royal Ontario Museum
- D. 1 ex-officio member representing the ROM Governors, the fundraising arm of the Museum (*non-voting*);
- E. 1 University of Toronto President's Representative (*non-voting*).

Trustee Terms

- A. Appointed Trustee: One (1) three-year term with the option for renewal for a second three-year term;
- B. Elected Trustee: One (1) three-year term with the option for renewal for a second three-year term;
- C. Ex-officio Board Positions: Set terms do not affect an ex-officio position on the Board as it is in effect until ex-officio has left their employment at the University of Toronto or Royal Ontario Museum;
- D. ROM Governors ex-officio Representative: Set term does not affect the ex-officio position on the Board and is in effect until the ex-officio has stepped down from their membership with the ROM Governors;
- E. University of Toronto President's Representative: Appointed annually for a one (1) year term with the option for renewal annually, by the President of the University of Toronto to serve as the President's Representative to the Board of Trustees, subject to the confirmation of the Board.

Authority and Responsibility

The Board is the governing body responsible for the conduct of the ROM and its affairs. A Trustee acts in a position of trust and is responsible for the effective governance of the organization. For clarity, whether appointed, elected or by virtue of office, all Trustees represent the interest of the institution and the Museum body as a whole and do not represent any one specific body or Membership sub-group of the ROM.

Requirements

Requirements of Board membership include:

- **Support the ROM's mission, vision and strategic plan.**
- **Substantial life and organizational experience**, allowing wisdom and insight on a wide range of institutional issues.
- **Knowledge and skills in priority areas** as determined by the Governance Committee.
- **Active participation in Board and Committee meetings**, attending at least three of four of the regularly scheduled meetings for each year during the year, in person or via teleconference.

- **Demonstrate leadership in their area(s) of expertise.** Serving on a minimum of two Board Committees, undertaking special initiatives and providing advice as needed to senior management.
- **Notify the Board Chair of any potential conflict of interest,** and recuse oneself from any decisions where there could be the perception of conflict of interest.
- Hold an active **ROM membership** and be aware of the ROM's exhibitions, programs and services.
- **Provide financial support to the ROM** at either a personal and/or corporate level. A suggested minimum level of support is as a member of the Royal Patrons Circle (RPC) or Young Patrons Circle (YPC).
- **Participate in the ROM Trustee orientation program and MTCS training module.**
- **Be a public, vocal and enthusiastic advocate** for the ROM.
- **Attend a minimum of two ROM events per year,** to which advanced notice will be provided.
- **Foster camaraderie among all Board members.**

General Duties

A Trustee is fully informed of ROM matters, and participates in the Board's deliberations and decisions.

The Board's responsibilities:

1. **ROM's Mission and Vision. Promote the ROM and its goals as broadly as possible.**
2. **Appoint, support and evaluate the Director & CEO of the Museum.**
3. **Provide proper financial oversight** to achieve Museum objectives. Approve the annual budget and ensure proper financial controls are in place.
4. **Ensure effective strategic planning.** Approve multi-year strategic plans and monitor implementation.
5. **Act as guardians of the collection.** Establish and monitor policies for acquisitions, incoming/outgoing loans, gifts-in-kind and deaccessions and disposal.
6. **Support the work of the Museum** related to curatorial, research, programming, content and audience engagement.
7. **Board Effectiveness.** Create/amend the by-law, rules and regulations for the administration of its affairs; appoint committees of the Board; and nominate candidates for consideration by the Ministry of Tourism, Culture and Sport (MTCS).
8. **Support ROM campaigns** at the highest level possible and participate in the solicitation of financial support including sponsorships and major gifts.

Basis of Role Description:

- *The Royal Ontario Museum Act* R.S.O. 1990, c. R-35 (4 – 6; 11)
- Memorandum of Understanding Between the Minister of Tourism, Culture and Sport and the Royal Ontario Museum (7c; 8.3; 14)
- Royal Ontario Museum By-law No. 1C (4; 5.3)
- Royal Ontario Museum Board Policy II Governance
- Royal Ontario Museum Board Policy Ethics and Conduct

Approved by: Governance Committee
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