



Museum of Health Care at Kingston Standards and Procedures Manual

Governance Standard

The Museum of Health Care at Kingston is a non-profit institution. The name of the Museum was changed from the Museum of Health Care for Eastern Ontario to the Museum of Health Care at Kingston at the Board of Directors meeting on February 15, 2000. This action was endorsed at the Annual Meeting of the membership on April 25, 2000.

1. The Museum is governed by a Board of Directors. The Board reports to the membership at an Annual General Meeting.
2.
 - a) The authority for the Museum includes: the charter of the corporation issued Letters Patent dated February 3, 1997; By-law No. 1; the Terms of Reference for the Board of Directors approved February 2, 1998.
 - b) Statement of Purpose and Objectives

The mission of the Museum is to preserve the material culture and enhance public understanding pertaining to the history of health care.

Objectives as stated in the charter are:

- i). To establish, maintain and operate a museum to promote understanding and awareness of the public covering the history of patient care and medical education from circa 1800 to the present;
- ii). To collect, preserve, research, exhibit and interpret those objects which serve to depict such history;
- iii). To establish a program to exhibit historical displays in the Museum and at appropriate sites in health care institutions and the community.



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- c) Provisions for dissolution of the Museum's assets and liabilities.

Special provisions in the charter state upon dissolution of the Corporation and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of to charitable organizations that carry on work solely in Ontario.

3. Museum's Governing Body

The Board of Directors, established by the charter, conducts the business and affairs of the Museum in accordance with By-Law No. 1 and the Terms of Reference of the Board of Directors.

- a) Composition and structure, selection and terms of office

By-Law No.1 states, "The Corporation may by special resolution increase or decrease the number of directors but in any case the Board consist of a fixed number of directors". At the Annual Meeting, April 17, 1998, it was agreed that the Board shall consist of twelve (12) directors.

Nominations for the Board of Directors are presented by the nominating committee. Nominations can be submitted by the membership. The Board of Directors is elected annually at the Annual Meeting of the membership.

- b) Obligation to Ethical Behaviour

Special provision in the charter states, "the directors shall serve without remuneration and no director shall directly or indirectly receive any profit from their position as such, provided that directors may be paid reasonable expenses incurred by them in the performance of their duties."



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- c) Obligation to meet municipal, provincial and federal legislation requirements

The Museum in its decisions and activities accepts its obligation to meet municipal, provincial and federal legislative requirements.

- d) Responsibilities and Duties

The powers of the Directors, the officers and their duties are defined in By-Law No.1. The responsibilities of the Board of Directors are defined in the Terms of Reference and include:

- i) To act as a trustee of the responsibilities of the Museum;
To ensure maintenance of the facilities;
To ensure appropriate financial management;
To ensure short term and long term planning;
To ensure the goals of the Museum are achieved;
To assume ownership of the collection.
 - ii) To establish and maintain the standards by which the Museum will be operated and managed.
 - iii) To delegate responsibility to management for the active operation of the Museum.
 - iv) To create Board Committees as necessary and delegate specific responsibilities of governance to them.
- 4. The Museum's governing body meets regularly, at least every two months, and as often as necessary to conduct its business effectively. The meetings follow a written agenda and a written record is kept of all discussions and decisions.
 - 5. The Museum's operation and administration meets municipal, provincial and federal legislative requirements that have a bearing on its operations and activities.



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6. The Museum and its staff demonstrate a commitment to ethical behaviour as an institution and as individuals. The standards used are the Canadian Museums Association Guidelines.
7. The Museum's operations and activities are directed in the long term by a planning study prepared by Addison Consulting Services Inc. with Mill & Ross Architects Inc. and accepted by the Board of Directors in November 1997. A business plan for 2003-2007 has been approved by the Board and endorsed by the membership. An annual strategic plan is submitted and endorsed by the Board.