

Category: Operations

Policy Name: Committee areas of responsibility

Number and date of approving motion: 2022-21 April 19, 2022

Motion number and date of last review

President's Signature:



Binding Purpose:

To document the general area of responsibility for each committee

Policy Requirements:

1. Standing Committees

- a) **Executive:** handles routine decision making on behalf of Council, meeting monthly or as necessary to identify opportunities, address challenges and refer matters to Council as appropriate
- b) **Finance and Budget:** oversees the financial affairs of the Society, developing an annual operating budget for Council approval and reporting regularly to Executive and Council
- c) **Nominating:** recruits members interested in serving and prepares a slate of nominees for Council and Executive positions to be elected at the annual general meeting

2. Other Committees

- a) **Centennial Businesses and Organizations:** recognizes organizations that have contributed to Manitoba's social, cultural and economic life for more than 100 years
- b) **Centennial Farms:** recognizes family ownership of the same parcel of land for 100 years or more
- c) **Margaret McWilliams:** through annual awards for worthy new publications, encourages the study and interpretation of Manitoba's history
- d) **Young Historians:** develops programs to encourage interest in Manitoba History among high school students
- e) **Publications:** oversees development and maintenance of the website and manages the editorial team for Prairie History Journal
- f) **Membership:** seeks ideas and opportunities to engage current members and attract a wider range of new members
- g) **Program:** often partnering with other organizations, arranges and oversees a range of events and activities for MHS members including lectures, film nights, local and Manitoba tours, dinner events and a monthly book club
- h) **Historic Preservation:** conducts public outreach and shares educational resources on Manitoba's historic structures and objects, advocating for their appreciation and wise use where advisable
- i) **Communications and Marketing:** enhances public awareness of the MHS, develops, executes and monitors an annual marketing (communication) plan and assists staff in developing and maintaining relationships with sponsors, donors, and clients

- j) **Lieutenant- Governor Awards for Historical Preservation and Promotion:** receives and evaluates nominations from the public and recommends award recipients to the Lieutenant-Governor
- k) **Policy:** researches and recommends policy for Council approval

Frequency of review: every three years