

# **Terms of Reference**

## **AIMA Executive Committee**

(Adopted December 7, 2021 by AIMA General Assembly)

### **Context**

The International Association of Agricultural Museums (AIMA) is governed through the AIMA Statutes as found on the AIMA website. The AIMA membership votes in an Executive Committee (EC -- formerly known as the Praesidium) to manage AIMA business. Two documents have been developed in 2021 to serve as procedural guidelines to adapt, update and evolve the work of the Executive Committee between General Assembly Meetings. The Terms of Reference including the Roles and Responsibilities will serve as a working document to assist with the delegation of duties, EC succession planning and as recruitment tools.

### **Mandate**

The Executive Committee is the implementing and regular management body of the Association:

- responsible for the regular affairs and activities of the Association
- reviews, before they are submitted to the General Assembly, all projects and activity programs
- responds to questions and comments from the AIMA membership
- shares information and content with AIMA members, partners and public

The AIMA EC offers advice and insight on the proposed plans and the various components of the exhibition, display and programming ideas, and provides suggestions on possible funding partners and linkages with outside organizations and individuals with appropriate expertise.

The diversity in the knowledge and backgrounds of the AIMA EC members is intended to ensure that the AIMA receives broad and comprehensive counsel of an international scope.

### **Composition of the AIMA EC**

The AIMA EC will consist of approximately 10 to 15 persons from a variety of countries and backgrounds. AIMA EC member nominations will be submitted to the EC at least one month prior to a vote.

EC members will be voted in during General Assembly Meetings or Extraordinary Meetings and will be appointed to the AIMA EC for a period of 3 years unless otherwise specified in the Roles and Responsibilities document.

### **Expectations of AIMA EC Members**

Committee members must be available and prepared to participate in meetings. Members of the EC have a responsibility to offer their independent and objective advice and to voluntarily offer their expertise and services in the completion of duties. EC members will not be remunerated for their voluntary work. If pre-approved work or travel places a financial burden on the EC member they may submit receipts for reimbursement as voted and approved by the EC.

### **Frequency of Meetings**

The EC is required to meet at least once a year but may meet virtually up to once a month, usually by videoconference/teleconference, for 60 to 90 minute sessions. The session agenda and meeting materials will be distributed electronically to all members prior to the meeting. Meetings will be chaired by the President or a Vice-President. All EC members are required to acknowledge meeting invitations and submit comments or counsel in advance of the meetings if they are unable to participate.

An EC member that fails to acknowledge or participate in 3 consecutive meetings may be asked to resign from the EC.

### **Committee Deliberations**

The EC membership is encouraged to reach consensus in providing advice or voting on official decision records whenever possible.

There are no restrictions on quorum given the advisory nature of the Committee.

### **Termination**

Any EC member wishing to withdraw from the AIMA EC may do so by advising the President and Secretary with one notice.

### **Recognition**

AIMA will share the names and titles of the members of the AIMA EC with the AIMA membership and will post the EC composition on the AIMA website. Personal information and coordinates will not be shared with external parties unless the AIMA EC members give their express consent.

## **ROLES AND RESPONSIBILITIES**

### **PRESIDENT**

The President serves as the chief elected officer. As the leader of the AIMA Executive Committee (EC) the President is responsible for updating and communicating the vision, mission and objectives for the association. The President is the spokesperson for the association at official functions, presides over meetings, is signatory on partnership agreements and:

- Presides at board meetings
- Creates a purposeful agenda for EC and General Assembly Meetings (in collaboration with the other EC members)
- Appoints people to committees and assigns committee chairs
- Serves as the contact for AIMA and/or EC issues
- Sets goals and objectives with the EC
- Holds members accountable for attending meetings
- Holds signing authority on the AIMA bank account with the Treasurer and the Secretary
- May take on some VP duties if required and attend or participate in meetings with relevant professional bodies including ICOM
- May delegate parts of these duties to other EC members, when relevant

### **1<sup>ST</sup> VICE-PRESIDENT /AIMA CONGRESS VICE-PRESIDENT**

- Works with the President and EC to identify the theme and venues for AIMA Congress
- Works with the President and EC to identify and secure funding for the Congress
- Works with the President and EC to identify and secure keynote presenters
- Works with the President and EC to promote the Congress, speakers and activities to non-members
- Organizes the Committees that will coordinate the Congress including the logistics and itinerary (rooms, translation, proceedings, catering, group transportation, accommodation options, insurance, social functions and visits, etc)
- Organizes the AIMA Congress Program and Schedule to accommodate international participation as much as possible
- Prepares, with Treasurer, a proposed budget including the number of delegates to reach break-even point. Presents the draft budget for agreement vote by EC.
- Works with local venues, caterers, transportation and accommodation facilities to host AIMA Congress participants

### **2<sup>ND</sup> VICE-PRESIDENT / PARTNERSHIPS AND NETWORKS**

The 2<sup>nd</sup> Vice-President offers support for the President and other leadership when needed.

- Acts as the President's delegate for official functions

- Works with the President on the preparation and circulation of letters/communications in correspondence with other networks, associations, museums and like-minded industry
- Coordinates with the Communication Director to develop promotional materials for AIMA (such as the AIMA one-pager)
- Makes recommendations in regard to partnerships with other associations – reciprocal memberships, shared content for conferences, etc.
- Extends invitations to other museums, academia and heritage organizations to become AIMA institutional members
- Works closely with the Advisory and Scientific Committees to solicit new partners
- Works closely with the Scientific Committee and Communications Coordinator to develop and deliver online webinars and/or symposia between congresses

### **3<sup>RD</sup> VICE-PRESIDENT /STRATEGIC PLANNING**

- Works with the President and EC to review and update the AIMA mission, vision, objectives and strategic plan
- Prepares a 3-year action planning that identifies key projects and programming themes for AIMA in conjunction with advice from the Advisory and Scientific Committees
- Acts as AIMA EC prime for the organization of between-congress AIMA Special Events
- Works with the President and EC to review and update the Statutes between General Assembly Meetings my

### **AIMA GENERAL SECRETARY**

Critical for the smooth operations of the Association and the EC meetings, this individual ensures that board members are given appropriate notice of meetings and proactively records these meetings with action lists between meetings. The AIMA General Secretary also fulfills the role of EC Secretary by monitoring and responding to requests through the AIMA Secretary e-mail account. The AIMA Secretary works with the President and EC to schedule the General Assembly Meeting and:

- Assures that an agenda has been prepared by the President and that the agenda is distributed in advance of the meeting
- Video conference and in-person meeting logistics are scheduled and circulated in advance of all meetings
- Oversees the distribution of background information for agenda items to be discussed
- Prepares the official minutes of the meeting and records motions, discussions, votes, and decisions
- Prepares and provides the previous meeting's discussion summaries or minutes are distributed to EC members before the next meeting and records any changes or corrections
- Works with Membership Director to communicate updates to the AIMA membership

- Works with the Website Coordinator to ensure that the Statutes and other governance documents are accessible to members
- Works with the Treasurer to ensure that the Association finances are in good standing and has signing authority on the account
- Works with EC members to ensure that all essential documents are circulated to the membership in advance of General Assembly Meetings:
  - Prepares a Moral and Activity Report covering the time between General Assembly Meetings
  - Treasurer and Audit Committee written verification of the AIMA account, President report, budget
- Upon consultation with the EC, can appoint individuals or committees to assist in these tasks

### **TREASURER**

The Treasurer deals with the organization's finances and makes important recommendations regarding spending and investing.

- Reconciles bank accounts and produces financial statements, which are presented at board meetings
- Ensures all legislated documents are submitted
- Works with the Membership Director to receipt membership payments
- Ensures that all incoming membership fees are deposited into the AIMA account and are documented. Receipts are to be prepared and circulated to the Secretary and Membership Director – and others upon request.
- Distributes periodic updates to the Audit Committee for review in bilingual English and French versions of pre-approved financial forms in accordance with French law and to be communicated to the appropriate Associations Bureau for the AIMA headquarters.
- Assists the President and EC with the preparation of the annual budget for approval
- Reviews the annual audit and answers EC questions
- Prepares reports and presents financial summaries to the General Assembly.

### **MEMBERSHIP DIRECTOR**

- Extends invitations for online membership subscription. When necessary membership invitations, renewal notices and other documents may be circulated by regular post.
- Welcomes new and renewing members by e-mail or calls
- Circulates the AIMA newsletter to members and encourages members to engage with the AIMA website, blog posts and other content
- Circulates membership renewal notices (multiple renewal notices are required)
- Updates and maintains the active member list with accurate coordinates for members

- May recruit other EC members or AIMA members to assist in research in targeting museums, other institutions, researchers, and individuals as regular members
- May serve as a vice-secretary to AIMA

## **COMMUNICATION DIRECTOR**

- Coordinates the bi-annual newsletter
  - solicits articles and content development
  - formats the newsletter and ensures that it is searchable by author and topic
  - works with the Website Coordinator to ensure that links to content are updated on the website
  - works with content authors to ensure that there are translation options for international contributions
- Prepares updates and communications for distribution by the Membership Director
- Works with the President to draft AIMA letters and promotional materials
- Works with the Website Coordinator to review and update web pages
- Works in close association with the Social Media Coordinator in order to promote current and past content from blogs, newsletters, congresses and between-congress special events
- May work with another individual or committee in charge of developing particular facets of communication, for example, book, blog or film reviews in the

## **SOCIAL MEDIA COORDINATOR**

- Coordinates social media posts for Twitter and other social media platforms
- Works with the Website Coordinator to link and promote posts through the website and vice versa
- Works with the 2<sup>nd</sup> VP Partner and Network liaison to amplify and participate in commemorative day posts and themed activities with like-minded institutions. This duty may require coordination between the Website Coordinator and 2<sup>nd</sup> VP
- Coordinates with the Membership Director to welcome or spotlight AIMA members.
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## **WEBSITE COORDINATOR**

- Works with EC to perform annual reviews (or more frequently if required) of the website in regard to functionality, navigation and content plan
- Works with EC to determine what new content needs to be uploaded to the site monthly and what content needs to be removed or archived
- Works with contracted web designer to ensure that all online forms and links are working
- Works with contracted web designer to make recommendations to EC when navigation and services need to be updated
- Works with EC to ensure that the statutes, governance documents and contact information are listed on the website
- May delegate part of these duties to a second individual or sub-group