



SUMMERLAND MUSEUM & ARCHIVES SOCIETY

Director Nomination Form

MISSION STATEMENT

The Summerland Museum and Archives exists to collect, preserve, research, interpret, and display objects that are historically significant to our community. These objects primarily reflect the history of the Summerland district, then the immediate surrounding area, from the period from pre-contact, including Indigenous history, to the present.

SOCIETY FUNCTION & OBJECTIVES

The Summerland Museum and Archives is managed and operated by the Summerland Museum and Archives Society. Society business is overseen and guided by the board of directors. The policy-governance board has adopted a governance model based on recommended governance best practices. The board consists of four executive members including the president, one vice-president, secretary, and the treasurer and up to six directors at large. Board committees provide recommendations on various aspects of the society's operations. Day-to-day operations are managed by staff, which include the Curator and Archivist. Volunteers are under the direction and control of staff. All board members must be a member of the society. The nomination and election for board vacancies occurs at the Annual General Meeting of the society held in March of each year.

SHORT NOMINEE BIOGRAPHY

NOMINEE INFORMATION

Name: _____

Address: _____

Email: _____

Phone Number: _____

Nominee Signature (consenting to be nominated)

Date

The attached copy of the Privacy and Confidentiality Form must be signed before the nomination is made.

Applicant (Nominator) Name

Signature

Date

Please send the completed form to info@summerlandmuseum.org or drop it off at the Museum at 9521 Wharton Street.



SUMMERLAND MUSEUM & ARCHIVES SOCIETY

Board Member Job Description

1. Regularly attends board meetings and important related meetings.
2. Makes serious commitment to participate actively in committee work.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
4. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
6. Is an active participant in the committee's annual evaluation and planning efforts.
7. Participates in fund raising for the organization (*non-profit only*).



Summerland Museum & Archives Society PRIVACY & CONFIDENTIALITY FORM

CONFIDENTIALITY POLICY

It is the policy of the Summerland Museum and Archives that board members, employees, and volunteers of the museum will not disclose confidential information belonging to, or obtained through their affiliation with the Summerland Museum and Archives to any person, including their relatives, friends, and business and professional associates, unless the museum has authorized disclosure. Such information must be kept confidential both during and after employment or volunteer service. This policy is not intended to prevent disclosure where disclosure is required by law.

All information concerning our clients, donors, members, staff, and volunteers, as well as financial data and business records of the Summerland Museum and Archives is confidential. "Confidential" means that you are free to talk about the Summerland Museum and about your position, but you are not permitted to discuss or disclose personal and financial information with anyone without permission or appropriate authorization. Board members, volunteers, and employees are cautioned to demonstrate professionalism, good judgement, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screen in plain view.

Upon separation of employment or expiration of service at the Summerland Museum, any materials containing privileged or confidential information must be returned.

Unauthorized disclosure of confidential or privileged information is a serious violation of policy and will subject the person who made the unauthorized disclosure to appropriate discipline, including removal/dismissal from service at the Summerland Museum and Archives, removal from the museum's membership, and legal action.

SIGNATURE

I certify that I have read the Summerland Museum and Archives' policy on confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action.

Signature

Print Name

Date



SUMMERLAND MUSEUM & ARCHIVES

Membership Application

Benefits:

- Event discounts and special invitations to exhibit openings and events
- Receive seasonal newsletters and voting privileges at the AGM
- 10% discount on gift shop purchases, photo reproductions, & research services
- Free tour of the behind-the-scenes Museum's collections and archives

Membership Type

- New Membership Gift Membership Renewal Life

Name

Mailing Address (incl. Postal Code)

Email

Phone Number

Membership Rate

<input type="checkbox"/>	Senior(61+)/ Student	\$15
<input type="checkbox"/>	Adult (18-60)	\$25
<input type="checkbox"/>	Corporate	\$100
<input type="checkbox"/>	Life	\$100
<input type="checkbox"/>	Children (Under 12)	Free

Communications

Send newsletter and other communications via:

- Email Mail Phone

Please add one of the above contact methods to the members-only Membership Directory:

- Yes No

I would like to volunteer with the Summerland Museum: Yes

Your membership will contribute to the Summerland Museum's:

- Educational programs
- New exhibits & exhibit maintenance
- Archival supplies & preservation tools

Terms and Conditions

- I understand that by purchasing this membership I agree to receive notifications about the Summerland Museum & Archives Society's updates, newsletters, events, and other promotions. I certify that the information above is accurate and I consent to it being used as stated.

Date

All memberships (except Life) expire one year following the date of your application or renewal.