

GN Policies and Procedures

Policy Section: Committees and External Organizations

Subsection: MHIP Operations Committee

Topic: Objectives and Operations

Status: Approved by GN Board

Date: 6 September 2016

Policy Statement

1. The Medicine Hat Interpretive Program (MHIP) Operations Committee provides guidance to the Board of Directors of the Society of the Grasslands Naturalists (GN) by overseeing the Medicine Hat Interpretive Program operation which provides heritage programming and activities to the public. It is partially funded through a Service Contract between GN and the City of Medicine Hat (City). The remaining funding is obtained through grants, activities and programs. All contracts and grants must be consistent with an arm's length relationship between GN and the funding organization. The MHIP Operations Committee follows the GN Policies and Procedures (P&Ps) and the MHIP Terms of Reference approved by the Board October 18, 2012.

2. The main Committee objectives are to:

- a) Provide the Chief Interpreter with broad direction, feedback, support and guidance.
- b) Review the MHIP operations on an ongoing basis and make recommendations for improvements to the Chief Interpreter.
- c) Liaise with the City with respect to the Service Contract.
- d) Assist with liaison with other funding organizations with respect to grants for projects and programs.
- e) Develop policies that are specific to the administration of the MHIP by ensuring that the MHIP is consistent with the GN Bylaws and Policies and Procedures.

3. Although the MHIP Operations Committee provides guidance on administration of the MHIP, the GN Board is ultimately responsible for monitoring compliance of the MHIP activities with the goals, mission and objectives of the Society.

4. Members of the MHIP Operations Committee, selected and appointed by the GN Board, shall include five GN members plus the current GN President as an ex-officio member. The GN President is an ex-officio member of the MHIP Operations Committee with voting rights.

5. Non-voting members of the MHIP Operations Committee shall include the Chief Interpreter, a representative from the City, and a recording secretary and/or treasurer if this role is not assigned to one of the voting Committee members.

Procedures

1. The committee activities will include:

- a) a. Prepare the MHIP Operations Committee's annual report and submit it to the GN Board for the Annual General Meeting.
- b) Review, monitor and approve the annual MHIP operating and project Budgets.

- c) Hire the Chief Interpreter and approve the staff hired by the Chief Interpreter.
- d) Review annually with the Chief Interpreter and staff the GN P&Ps relevant to MHIP operation.
- e) Record minutes of the MHIP Operations Committee meetings.

2. The committee will meet at least three times a year and respond to the GN Board inquiries concerning the administration of the MHIP.

3. Three committee members are required for both meeting and vote quorum. A majority vote is required for a motion to be approved. If there is a tie vote, the motion is defeated. Votes may be made by show of hands or by electronic means.