



## ROM BOARD OF TRUSTEES: ROLE DESCRIPTION

### Position: Trustee

- A. 15 appointed by the Lieutenant Governor of Ontario in Council;
- B. 4 elected by members of the ROM;
- C. 2 ex-officio positions:
  - Chair of the Governing Council, University of Toronto
  - President of the University of Toronto
- D. 1 ex-officio member representing the ROM Governors, the fundraising arm of the Museum (*non-voting*);
- E. 1 University of Toronto President's Representative (*non-voting*).

### Trustee Term Lengths:

- A. Appointed Trustee: Three-year terms with the possibility for renewal at the end of each term, as determined by the Province;
- B. Elected Trustee: Three-year terms with the possibility for renewal at the end of each term, by virtue of further election;
- C. Ex-officio (University of Toronto): until the ex-officio has left their position as President and/or Chair of the Governing Council at the University of Toronto;
- D. Ex-officio (ROM Governors): until ex-officio is no longer a member of ROM Governors;
- E. University of Toronto President's Representative: Appointed annually for a one-year term with the option (exercised by the President of the University of Toronto) for renewal annually, subject to the confirmation of the Board.

### Authority and Responsibility

The Board is the governing body of ROM responsible for ROM's conduct and affairs. A Trustee acts in a position of trust and is responsible for the effective governance of the organization. For clarity, whether appointed, elected or by virtue of office, all Trustees represent the interest of ROM and the Museum body as a whole and do not represent any one specific body or ROM membership sub-group. For further clarity, management of the Museum is delegated to the responsibility of the Director & CEO of the Museum, and individual Trustees are to refrain from involvement in day-to-day operations, except as requested.

### Expectations:

The Expectation is that each Trustee will fulfill the following, subject to any exception as agreed to between the Trustee and the Chair of the Board:

- **Help shape ROM's mission, vision and strategic plan** – including by providing insights on institutional issues and other issues affecting ROM and participating in the Board's deliberations and decisions.
- **Actively participate in Board and Committee meetings**- specifically, attend (in person or virtually) at least three of four regularly scheduled annual Board meetings.
- **Demonstrate leadership in Trustee's area(s) of expertise**- serve on a minimum of two Board Committees, undertaking special initiatives and providing advice and feedback as appropriate to senior management through the Board process.
- **Notify the Board Chair of any actual, perceived or potential conflict of interest** - recuse oneself from any decisions where there is a conflict of interest, or it could be perceived that there is a conflict of interest.
- **Participate in the ROM Trustee orientation program.**

- **Complete the Public Appointments Secretariat (PAS) training module in accordance with the prescribed timing.**
- **Complete the annual Board self-assessment survey in accordance with the prescribed timing.**
- **Foster camaraderie and collegiality among all Board members.**
- **Hold an active ROM Membership.**

Trustees are also expected to fulfill no less than three of the following:

- Engage with ROM's exhibitions, programs, and services, in person or virtually.
- Provide financial support to ROM at either a personal and/or corporate level. A suggested level of support is the Royal Patrons Circle (RPC) or Young Patrons Circle (YPC) level.
- Be an advocate for ROM.
- Attend a minimum of three ROM events per year, either in person or virtually.

The Board's responsibilities:

- 1. Promote ROM, its mission, vision and its goals as broadly as possible.**
- 2. Appoint, support and evaluate the Director & CEO of the Museum.**
- 3. Provide proper financial oversight** to achieve Museum objectives. Approve the annual budget and ensure proper financial controls are in place.
- 4. Ensure effective strategic planning.** Approve multi-year strategic plans and monitor implementation.
- 5. Act as guardians of the collection.** Establish and monitor policies for acquisitions, incoming/outgoing loans, gifts-in-kind and deaccessions and disposal.
- 6. Support the work of the Museum** related to curatorial, research, programming, content and audience engagement.
- 7. Board Effectiveness.** Create/amend the by-law, rules and regulations for the administration of its affairs; appoint committees of the Board; and nominate candidates for consideration by the Ministry of Tourism, Culture and Sport.
- 8. Support ROM campaigns.** Participate, as appropriate in the solicitation of financial support including sponsorships and major gifts.

Basis of Role Description:

- *The Royal Ontario Museum Act R.S.O. 1990, 2023, c. R-35 (4 – 6; 11)*
- *Memorandum of Understanding Between the Minister of Tourism, Culture and Sport and the Royal Ontario Museum (7c; 8.3; 14)*
- *Royal Ontario Museum By-law No. 1C (4; 5.3)*
- *Royal Ontario Museum Board Policy II Governance*
- *Royal Ontario Museum Board Policy Ethics and Conduct*

Date Amended: 03.NOV.2016

06.DEC.2019 (*amendments*)  
 25.SEPT.2023 (*amendments*)  
 26.MAR.2024 (*amendments*)

Review

*Method* Internal Report  
*Responsibility* Governance Committee  
*Minimum Frequency* Annually