



OSHAWA AERONAUTICAL, MILITARY, AND INDUSTRIAL MUSEUM



TITLE		USAGE
Policy and Procedure		INTERNAL USE
Document Number: OAMIM-POL-002 (Policy)	Revision: R000	ISSUE DATE: 7 Dec 2022
APPROVED BY: Board of Directors		PAGE: 1 of 5

1.0 POLICY

The purpose of this policy is to outline the use of formal governance policies to provide guidance and structure to Museum Operations..

2.0 PURPOSE

This policy sets the Museum structure and approval workflow for the development, approval, review, and publication of Museum Policies..

3.0 DEFINITIONS

Board	Museum Board of Directors
Employee	Any person who volunteers at or is employed by the Museum. This includes contractors or consultants.
Museum Event	Any planned or arranged occasion involving Museum property, employees, or guests on or off the Museum premises.
Guest	Any person who attends the Museum or a Museum Event and is not an Employee.
Management	The group of Employees who by position have responsibilities to the board. This includes section heads, Executive Director, Operations Director, and employees given responsibility/authority over specific tasks.
Museum	Oshawa Aeronautical, Military, and Industrial Museum
Policy	Policies are formal documents designed to regulate all major decisions, actions, and principles of an organization.



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Procedure	A structured set of steps (documented or ad-hoc) to fulfill an organization goal as specified in a Policy. It can be formal or informal.
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4.0 ABBREVIATIONS

CAF	Canadian Armed Forces
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5.0 ROLES AND RESPONSIBILITIES

Policy Committee: Creates, reviews, and edits Museum Policies under direction of Operations Director and/or Executive Director.

Operations Director, Executive Director: Responsible for determining the concept of a new policy, calling a Policy Committee, providing guidance to the Committee, then presenting the policy to the Advisory Council for approval. Responsible for publishing the policy to the membership. Responsible for annual review of all published policies.

Board of Directors: Reviews and approves new policies or changes to existing policies. Holds final accountability for the reputation of the Museum and the conduct of its employees. Directs management in interpretation and enforcement of this policy.

6.0 REQUIREMENTS/BODY OF POLICY

General

1. Policies are important components for management and operations at the Museum. They provide guidance and clarification for staff and members. They ensure communications and cooperation.



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2. Policies set expectations of performance, enhance productivity through standardization, promote safe working conditions, improve communications, reduce training time/eros, and ensure compliance with regulatory requirements.

3. If at any time, any Museum Policy contravenes the by-laws and/or the Ontario Not-For Profit Corporation Act 2010 (or any other relevant Act or Regulation); the Act or Regulation takes precedence over the By-Laws and the By-laws take precedence over this Policy,

In the event that a section of any Policy is considered struck down or otherwise null and void, that section is considered removed (to be resolved at the next annual review or Board meeting) but all other sections in this policy remain in force.

Policy Committee

1. The Policy Committee is an ad-hoc team created at the time to work on the Museum's policy. It is created by the Executive Director to deal with a Policy issue being creation, review, or annual audit.

2. A Policy Committee can be as small as a single author.

Creating a Policy

1. Creating a new Policy will be done under authority of the Executive Director, Chairman, or President. Once a need has been identified, the Executive Director (or Operations Director) will form a Policy Committee and brief them on the needs of the policy.

2. The policy will be created using the same format of this policy. The Policy Committee will ensure that the policy and its language is clear and concise.

3. The Policy Committee will also ensure that the Policy itself is fair and unbiased. The committee will also make sure that appropriate language will be used in order to promote equality and diversity.

4. Policies and procedures will be published in English only.

Policy Review and Approval



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- Once completed, the draft Policy will be reviewed (and potentially updated) by the Executive Director. The Executive Director may gather other opinions as deemed warranted.
- After review, the draft policy will be distributed to the Board. The role of the Board is to Approve or Disapprove the Policy as written. The Board does not edit the Policy.
 - The draft must be distributed a minimum of two (2) weeks prior to a scheduled Board meeting if the proposal is to be voted on at the meeting.
 - The draft may be distributed to the Board by email with each Board Member returning an Approve or Disapprove response within seven (7) days.
 - A simple majority is required to approve a new policy
- After approval, the policy will be finalized and placed in the Museum's Policy Binder. Electronic copies will be available on the Museum's Google Drive.

Annual Review

- All policies must be reviewed annually. A special Policy Committee will be formed for this purpose.
- Any minor changes (spelling, grammar, etc) can be made without review or approval.
- Substantive changes can be made with approval from the Executive Director and Curator. They have discretion as to involve the Council.
- Reviews will be noted in the Revision Summary section of the Policy.

DISCIPLINARY ACTION

N/A



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7.0 RECOBOARD OF DIRECTORDS AND REFERENCES

N/A

8.0 REVISION SUMMARY

Revision	Date	NOTES
R000	7 Dec 2022	New Policy
N/A	2 Dec 2023	Reviewed - No changes.