

Children's Design International Collection



Collection internationale Dessins d'enfants

COMMITTEE DESCRIPTIONS AND MANDATES

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Governance Committee

Status

The Board designates the president of the Committee, and the president makes recommendations for its candidates. This is a permanent committee. The Board creates it and confirms the nominations by motions.

Mandate

The Governance Committee oversees the adequate functioning of the Board and its committees, in their respective responsibilities towards the administration and the development of the Collection. Namely, the Committee:

- Makes sure that Board and committee members have the information and documents pertaining to their activities;
- Makes suggestions to the Board and its committees aimed to improve their efficiency;
- Encourages the contribution and the participation of everyone in Board and committee activities; and to this end, organizes information and training sessions;
- Submits names of candidates for Board or committee positions, based on skills and profiles required;
- Promotes and oversees compliance with the Code of Ethics, and Conflict of Interests and Privacy Policies;
- Presents an annual report with its recommendations related to ethical collection management;
- Resolves specific ethical issues that may arise or that may be prevented;
- Revises the Code of Ethics every five years;
- Revises and makes recommendations to the Board on the guidelines and strategies that result in equity, diversity and inclusiveness, and that nurture relations between minorities and First Nations.

Composition

The Committee is made of at least three members.

President: Vice-president of the Board

Members: One Board member, one academic member, one community member, one external advisor.

Competencies and skills

Members of the Committee have the capacity and the motivation to comply with the Collection's strategic orientations, and intend to act as active participants in the activities of the Committee.

Governance Committee members have or seek experience in the governance of productive and responsible charitable organizations. They possess the following qualities: experience in Board management; direct experience with policy development; experience with volunteer environment; knowledge of the Board's commitment towards principles of equity, diversity and inclusiveness.



Data Governance Committee

Status

The Board designates the president of the Committee, and the president makes recommendations for its candidates. This is a permanent committee. The Board creates it and confirms the nominations by motions

Mandat

The Data Governance Committee oversees the implementation of efficient tools (policies, processes, systems and practices) for each step of the data management cycle and information related to the Collection.

The Committee makes sure that the user perspective is taken into account in every aspects of Collection development. In this respect, the Committee provides insights and comments on the following:

- The selection of data management systems
- The requirements of data management systems
- The strategies for system implementation
- Testings and feedbacks about user experience

The Committee accomplishes its mandate in various ways, namely by:

- Promoting strong internal communication, keeping regular contacts and maintaining dialogue with stakeholders, in order to understand various perspectives;
- Providing orientation and advices on policies, processes, systems and practices about data and information management at the Collection;
- Providing orientation and advices on hardware and software used for data management.

The Committee facilitates a better control over the Collection's data, an efficient use of the data, as well as the respect of the Collection's obligations in terms of privacy protection and inclusiveness.

Composition

The Committee is made of at least three members.

President: Board member

Members: Archivist, information specialist, researcher or social sciences professional post-secondary student.

Competencies and skills

Members of the Committee have the capacity and the motivation to comply with the Collection's strategic orientations, and intend to act as active participants in the activities of the Committee.

Data Governance Committee members have a good knowledge of information management systems, either as developers, supervisors or frequent users. They possess the following qualities: knowledge of digital archival systems; experience in data management; training provision; knowledge of the Collection's policies.



Community and Professional Outreach Committee

Status

The Board designates the president of the Committee, and the president makes recommendations for its candidates. This is a permanent committee. The Board creates it and confirms the nominations by motions.

Mandate

Le Community and Professional Outreach Committee conducts a variety of awareness and educational activities. The Committee promotes the mission and the programs of the Collection with targeted audiences and the general public. The Committee encourages individuals and groups to take part in the valorization and preservation of children's expression, and children's perspectives on the world we live in.

More specifically, the Committee can:

- Review current networking practices and recommend improvements;
- Prioritize networking objectives according to financial capacity and programs in place;
- Set objectives in matters such as types of activities and partnerships;
- Develop an annual plan and calendar for in person or virtual meetings;
- Prepare presentation tools and kits that introduces the Collection;
- Recruit, train and accompany volunteers whose task is to meet targeted audiences;
- Recommend formal partnerships with businesses or institutions.

Composition

The Committee is made of at least three members.

President: Board member

Members: Contributor to the Collection, user of the Collection, student, family, artist, blogger, community, corporate or institutional partner.

Competencies and skills

Members of the Committee have the capacity and the motivation to comply with the Collection's strategic orientations, and intend to act as active participants in the activities of the Committee.

Members of the Community and Professional Outreach Committee have a vast social, community or professional network, and are good communicators and motivators. Each member is capable of leading by example when it comes to finding engaging ways to support the Collection. Each member knows the Collection's mission and programs well enough to foresee potential and complementary partnerships with other organizations, businesses or institutions.



Fundraising Committee

Status

The Board designates the president of the Committee, and the president makes recommendations for its candidates. This is a permanent committee. The Board creates it and confirms the nominations by motions.

Mandate

The Fundraising Committee makes decisions and formulates recommendations about project proposals and fundraising campaigns. It monitors progress of the Collection's financial capacity and sound funding of its key programs: Collection, Conservation and Education.

The Committee has three main responsibilities, each with specific tasks:

1. Plan, promote and hold fundraising activities on behalf of the Collection. More specifically, the Committee:
 - Sets goal, targeted audience and critical path for each campaign, solicitation and funding request held occasionally and that may target partners, foundations or businesses;
 - Plans campaign logistics, in collaboration with other Collection committees and people responsible for advertising and marketing;
 - Monitors campaigns' progress and makes adjustments as needed;
 - Reviews process, success and shortfalls at the end of each campaign;
 - Prepares publicity, articles and reports on campaigns and solicitations;
 - Manages the Collection's account dedicated to fundraising on CanadaHelps.
 - Identifies and maintains ongoing relations with potential and current donors and sponsors.
2. Collaborate with Board in shaping projects and their components that are funded by the Collection (e.g. bursary, publication). Promote projects with donors and sponsors and monitor their progress.
3. Plan and oversee financial aspects of fundraising activities. More specifically, the Committee commits to:
 - Monitor the amount of fund raised;
 - Make recommendations to the Board about funding level devoted to each project or campaign;
 - Make realistic estimates of amount to be raised with each solicitation;
 - Prepare a detailed annual report about fundraising activities for the Board.

Composition

The Committee is made of at least three members.

President: Board member

Members : Contributor to the Collection, user of Collection, corporate or institutional partner.

Competencies and skills

Members of the Committee have the capacity and the motivation to comply with the Collection's strategic orientations, and intend to act as active participants in the activities of the Committee.

Members of the Fundraising Committee enjoy a vast professional and social network, are good communicators and demonstrate discernment and tact. Each member has a deep understanding of the philanthropic sector, the education sector or the financing of culture in general.