

## **CLMA Heritage Speaker Series Collective – Terms of Reference**

### **Purpose:**

The Heritage Speaker Series Collective at the Clarington Library, Museums & Archives (CLMA) is designed to plan a series of heritage talks to tell the stories of our veterans and war in Clarington in honour of their legacy. Dedication plaques are a desired outcome of this collective, funding dependent. The speaker series will run from July to September at the Waverley Place Museum.

The Heritage Speaker Series builds on CLMA's Golden Tales Oral History project. Through the continued sharing of stories, we commemorate and honor local Veterans, their immense dedication and sacrifice they made through war efforts that left a rich legacy of history in the Clarington community.

The CLMA is seeking volunteers to join the Collective (planning group) to plan the content for the speaker series and to assist in the creation of dedication plaques (funding dependent.)

### **Structure:**

Interested volunteers wishing to sit on the 2025 Heritage Speaker Series Collective are kindly invited to apply through the Municipality of Clarington's Volunteer Portal with an expression of interest. There will be two Clarington Public Library Board members on the committee.

Membership for the Collective is sought from the following representatives:

- Local historians
- Clarington Heritage Committee members
- Architectural Conservancy of Ontario – Clarington Branch
- Jury Lands Foundation members
- Newcastle Historical Society members
- Royal Canadian Legion Branch #178

The Chair of the Committee will be the Curator and Manager, Heritage Services at CLMA.

### **Terms:**

Heritage Speaker Series Collective members will be appointed for a one-year term with the possibility of renewal annually.

### **Schedule of Meetings:**

The committee agrees to meet at maximum two times per month for up to 2 hours until November 30, 2025, at which time will be reviewed for frequency of meetings based on an as needed basis to plan future cultural heritage programs at the CLMA. Meeting times will be determined via doodle poll based on majority of committee member preference.

**Meeting Locations:**

Waverley Place Museum: 37 Silver Street, Bowmanville  
Sarah Jane Williams Heritage Centre: 62 Temperance St. Bowmanville.

**Structure of Meetings:**

The Chair will send out a call for agenda items and prepare any relevant materials 1 week prior to the scheduled meeting. Minutes will be recorded and posted on the CLMA website under Museums & Archives page.

Collaboration, respectful communication, and discourse is expected, with all members being equally valued and encouraged to share their ideas for programs and events.

**Quorum:**

Not required to proceed with scheduled meetings.

**Member Roles and Responsibilities:**

- Attend meetings as scheduled and notify Chair if unable to attend
- Contribute to a positive and welcoming environment
- Offer any historical expertise, stories, and resources
- Generate ideas and provide feedback to the group
- Members may volunteer to deliver program or presentation if they bring a unique perspective, historical knowledge, or special talents/skills that contribute to the sharing of local history