



PICTOU ISLAND HERITAGE SOCIETY TERMS OF REFERENCE

Pictou Island has been inhabited since 1809 by settlers from Scotland, growing to over 220 full time residents by the 1930's. In the 1940's , people began moving to the mainland to access services not made available on the island. The school was closed in 1972 and an exodus of families began. There was an influx of young adults in the 1970's , however, since then, as permanent residents were forced to leave for work or health reasons , the island is gradually becoming a summer community.

Over 200 years of pride, stories and artifacts have been left behind. It needs to be preserved.

The Pictou Island's Heritage Society was incorporated under the Nova Scotia's Societies Act (registry number 3301771) on September 26, 2016. The original plan/ terms of reference were developed at that time by Directors Bill MacMillan, Jane MacDonald, Lorne Matheson, Gary Faryniuk and Skip Hamilton , and the Management team, which included Caitllyn Banks , Janice Faryniuk , Lorne Matheson, Kay Langille, Brenda Spence MacLeod, Joyce Halasz

The updated Terms of Reference are based on the original plan document and the Nova Scotia By-Laws for a Non-Profit Society, Societies Act, Service Nova Scotia

Vision: Knowledge of Pictou Island's unique history and past culture is preserved and known by future generations

Mission: To promote the understanding, the appreciation and, the conservation of the island 's unique history (early and modern) - the stories, the legends, the documents, the artifacts and the assets - for current and future generations.

Accountability : Report activities annually to the community through PICA at the PICA AGM

Report activities and finances annually to the Heritage Society Membership at the Society 's AGM

Purpose :

Provide support to the community to increase knowledge of the past & how the past and present impact the future by involving and engaging the community through:

1. Supporting island heritage , education and public awareness through such programs as group discussions , presentations , displays , documentation , newsletters, activities such as old time music, kitchen parties , card games, etc



Action : Create one interpretive panel , or electronic photo display, every two years ,as able and as appropriate

Plan two traditional card parties each year

Plan a Heritage Day celebration every 5 years , Pictou Island settled in 1809; 2019 - 210 years ; 2024- 215 years ; 2029- 220 years, etc

2. Raising funds and pursuing partnerships and grants that support conservation and promotion of island heritage

Action: Lobster Party

Refundables

Card parties

Kitchen Parties (PICA)

Membership fees, donations, grants , tickets , etc

3. Compiling and maintaining a list of properties and other assets of heritage value or interest, that may or not be owned by the Society ; developing a plan, and supporting maintenance , to be followed by an annual work party ; enhancement of, and education about , the listed properties and assets in collaboration with the appropriate stakeholders.

Action : Annually by membership at first meeting of the year

4. Developing a program of recognition and incentives that acknowledges people and actions , external to Society membership , for actions that support the island's vision, mission and purpose.

Action : Written cards of appreciation - for those individuals or groups who have made significant financial or in kind donations to further the vision, mission and purpose of the Heritage Society



Determining Honorary Membership - choose one individual annually who , as determined by the membership , has made a significant contribution to furthering the Society's vision , mission and purpose (see Membership)

Plaques of appreciation

5. Developing and maintaining a database and method of document storage to house historical documents, maintain reports, decision making, process

Action : Ensuring historical documents are maintained responsibly such as UV

protection of documents on display ,

Maintaining documentation of artifacts on loan .

Filing cabinets (housing historical documents, documentation of donations / loans ,minutes, financial reports , by- laws , terms of reference , photos, etc) maintained with climate control during winter

Maintaining and updating Pictou Island Historical Society Website

(pictouislandheritagesociety.com)

6. Holding an Annual General Meeting within three months of close of the fiscal year

7. Presenting various heritage educational activities/vignettes to the community and membership at the AGM

MEMBERSHIP

Open to any resident or non resident who pays annual membership dues

Nominations of one Honourary Member annually . (do not have to pay dues, receive all benefits of members , receive a gift from the island , and a certificate , to be presented at AGM)



Annual fee of \$5 - cash , cheque or e-transfer (review annually)

Membership includes all those who are Directors , Officers , Honorary Members and all who have paid membership dues the year previous and during the current year.

The President of PICA (Pictou Island Community Association) and the Chair of the Church / Cemetery Committee will serve as liaisons to the Heritage Society.

The President and the Secretary of the Heritage Society will serve as liaisons to PICA and the Church /Cemetery Committee.

BENEFITS OF MEMBERSHIP

Guiding Heritage activities , receive minutes, attend all meetings and in particular , the AGM, invitations to activities

MINUTES

Minutes will be approved by the president before being shared with the membership ,and , generally, within one month of the meeting ,unless extenuating circumstances exist.

MEETINGS

Minimum of 2 General Meetings - June and August

The Annual General Meeting will be held each September with election of Executive

The Executive will meet as necessary

EXECUTIVE

Officers

President - serves a term of 2 years , and /or may be reconfirmed, however, may not serve more than three consecutive terms except as approved by the Directors ; to call and chair meetings , monitor action plans and ensure terms of reference are followed

Treasurer - serves a term of 2 years , and / or may be reconfirmed , however , may not serve more then three consecutive terms ;except as approved by the Directors ; reports financial status and financial transactions at each meeting; dispersal of funds and financial



reports will be reviewed with and approved by the president ; banking authority will be shared with one of the Directors ; maintains membership list

Secretary - serves a term of 2 years , and/or may be reconfirmed , however , may not serve more than three consecutive terms except as approved by the Directors ; records and distributes meeting minutes, supports the president by developing agendas, maintaining action plans , dealing with correspondence and acknowledgements

Directors

Four Directors are elected annually at the AGM : attend general, executive and AGM meetings as well as other meetings that may be called from time to time by the president , promote the success of the Society as ambassadors in the community, actively participates in all Society activities ; monitor performance of all Officers; develop an evaluation process for Directors and Officer performance , meetings and heritage activities, to ensure compliance with terms of reference.

The Directors contribute insights and expertise to discussions ; protect the executive from abuse of power or conflict of interest within the Society; protect the Society's assets; ensure transparency and accountability; act for the benefit of the Society ,utilizing ethical decision making and due diligence ; exercise sound judgement and monitoring of financial, safety and other risks.

Nominate officers as required. In the event the Directors have no candidates to put forward for Executive Officer positions , then the individual currently holding that office may continue to serve on a year to year basis with full agreement of all four directors

QUORUM

Regular Meetings

At least 2 Officers , 2 Directors and 2 paid members

Annual General Meeting

At least 2 Officers , 2 Directors , 10% paid members

Fiscal Year

September 1st to August 31st



APPROVAL and REVIEW

Original plan developed and approved in 2016

Terms of Reference developed and approved August 24, 2023

Date : August 24, 2023

Reviewed and approved annually

Date :