

2025 Museum Studies Symposium Planning Committee

Terms of Reference

The 2025 Symposium Planning Committee is responsible for the planning and support of the Canadian Museum Association's 2025 Museum Studies Symposium, to be held in Victoria, BC the week of Feb 17-21, 2025.

Committee Meetings and Expectations

Meeting Schedule: The committee will meet virtually on a bi-weekly basis from September 2024 to February 2025 with more frequent meetings from September-December during the program development process. Meetings will be 2 hours in duration.

Availability: Committee members will spend approximately 6-8 hours/month participating in the working groups and symposium committee. Members must be available during the week of February 17th, 2025, to travel and attend the symposium, and must commit to attend at least 70% of meetings.

Operating Language: English.

Responsibilities

The Symposium Planning Committee shall:

Review these Terms of Reference.

Evaluate the 2025 CMA Museum Studies Symposium, including:

- Symposium Theme
- Program Schedule
- Member feedback and survey results
- Participate in a sub-committee for program selection relevant to their expertise.
- Develop a two-day symposium program over six months that addresses chosen themes and streams, incorporating member feedback and current developments.
- Integrate perspectives from other organizations (e.g., Provincial and Territorial Museums Associations, the Department of Canadian Heritage, CMA Reconciliation Council).
- Ensure an interactive and collaborative symposium experience.
- Actively participate and facilitate sessions during the symposium.

Sub-Committees

The Symposium Sub-Committees shall:

- Utilize their expertise to curate a dynamic and interactive program relevant to specific themes and streams.

- Meet separately to review session proposals and select presenters, including the development of daily programming.
- Suggest additional content and sessions as needed.
- Involve additional expertise and sub-committee members as necessary.
- Report to the Symposium Committee at regular meetings.

Committee Administration

- Meetings: Held virtually via Microsoft Teams.
- Working Files: Shared via a dedicated SharePoint site.
- Administrative Support: Provided by the CMA, including scheduling and agenda development.

Composition

The Committee will be comprised of:

- One (1) representative from the current CMA Board of Directors.
- One (1) PTMA representative.
- Three to four (3-4) members-at-large from the current CMA Membership (must be members in good standing).
- Two (2) CMA staff members: one as Chair.
- The CMA President and Executive Director as ex-officio members.
- Other CMA staff as needed.

Diversity and Inclusion

Participants will be selected to reflect the diversity of museum experiences, including:

- Indigenous, Black, People of Colour, 2SLGBTQ+, and other equity-deserving professionals.
- Francophone museum professionals.
- Emerging museum professionals.
- Representatives from museums of diverse operational sizes.
- Representatives from various geographic regions of Canada.
- Experts in the identified symposium themes and streams.

Remuneration

Members' service on the committee is ordinarily without remuneration.

Members' travel, registration, and attendance at the 2025 Symposium in Victoria, BC (including accommodation and travel per diems) are typically covered by their employer but may be funded by the CMA with approval.

Members presenting or moderating sessions may be eligible for honoraria, within CMA's budget limits.

Important Dates for the 2025 Museum Studies Symposium

- July 15th, 2024: Call for Committee members launched.
- July 31st, 2024: Deadline for self-nominations.
- August 9th, 2024: Successful applicants notified and polled for the first meeting.
- Week of September 15th, 2024: First Committee Meeting
- October 30th, 2024: Notification of successful session presenters.
- November 24th, 2024: Deadline for draft program.
- December 15th, 2024: Launch of Symposium and registration.
- February 17-21, 2025: Gather for 2025 Symposium.

Staff Support

- Stephanie Danyluk: Senior Manager, Community Engagement and Chair of the Committee.

Announcement –2025 Museum Studies Symposium Planning Committee

Subject: Join the CMA 2025 Museum Studies Symposium Planning Committee

Call for Committee Members

The CMA is seeking three to four (3-4) members to volunteer for the 2025 Museum Studies Symposium Planning Committee to support the development of a program to facilitate collaboration and knowledge exchange between scholars, museum professionals, and practitioners.

Committee Composition:

The Committee will be comprised of:

- One (1) representative from the current CMA Board of Directors.
- One (1) representative from a Provincial Territorial Museums Association.
- Three to four (3-4) members-at-large from the current CMA Membership (must be members in good standing), chosen based on staff recommendations and diversity considerations.
- Two (2) CMA staff members: one as Chair.
- The CMA President and Executive Director as ex-officio members.
- Other CMA staff as needed.

Areas of Focus:

- **Museum Studies:** Including museum operations, governance, curation, collections management, and public programming. It will provide insights into the latest research, best practices, and innovative approaches to addressing contemporary challenges in the museum sector.
- **Accreditation and Professional Development:** Including best practices related to achieving and maintaining accreditation standards, as well as best practices for museum operations and policy development. Attendees will gain insights into professional growth opportunities, including certification programs, networking, and strategies for inclusive policy development- Indigenous Self-Determination and UNDRIP

How to Apply:

CMA Members (individual members, CMA Fellows, and/or voting representatives of institutional members) should review the Terms of Reference and submit a self-nomination (no more than 1 page) along with an updated resume or LinkedIn profile to conferences@museums.ca by Wednesday, July 31, 2024.

Inquiries:

Questions can be directed to Committee Chair and CMA Senior Manager of Engagement, Stephanie Danyluk, at conferences@museums.ca.