

BY-LAW NUMBER SIX
RCEME CORPS FUND

TERMS OF REFERENCE FOR THE HERITAGE COMMITTEE

GENERAL

1. This By-Law provides the Terms of Reference for the Heritage Committee of the RCEME Corps Fund.

TERM

2. Members of the Heritage Committee shall be members in good standing of the RCEME Corps Fund. The Chair of the Heritage Committee shall be a serving Colonel of the RCEME Corps and appointed by RCEME Council. The Chair shall select the remaining members of the Committee, less those serving by means of prior appointment, and shall establish sub-committees as necessary.

RESPONSIBILITIES OF THE HERITAGE COMMITTEE

3. The Heritage Committee is responsible to develop, coordinate and execute the RCEME Heritage programme as approved by the BOD. The specific responsibilities of the Heritage Committee are:
 - a. Collect and preserve RCEME artefacts and memorabilia;
 - b. Oversee the development and operation of the RCEME Museum(s);
 - c. Establish and execute a Heritage Programme of activities, approved annually by the BOD, to include anniversary celebrations, educational presentations, remembrance activities, monument upkeep, etc; and
 - d. Prepare, together with the Chair of the Fund-Raising Committee, an annual operating budget for approval by BOD; and
 - e. Report progress and achievements to the BOD.

ARTEFACTS AND MEMORABILIA

4. All artefacts and memorabilia under the custody and control of the RCEME Corps Fund shall be managed in accordance with the Canadian Armed Forces Personnel Support Programs Policy Manual.