

## **AAC HERITAGE CENTRE (HC)**

### **SUB COMMITTEE TERMS OF REFERENCE**

- 1 The Heritage Centre Sub-Committee (HCSC) are accountable to the BOBA Chair and Committee for the efficient and effective running of the HC on the present opening days in accordance with current best practice.
- 2 The HCSC will undertake regular and timely audits of the collection in accordance with our code of ethics and in consultation with the Sub Committee Chair to ensure that the collection is catalogued and accounted for effectively.
- 3 The HCSC will manage the HC collection and ensure that its display, storage and conservation is conducted in accordance with current accepted practice.
- 4 The HCSC will engage with external groups and agencies (e.g. NAM, AMOT, WWAM, AIM, see footnote) with a view to attending meetings, conferences or training events relating to the various roles or for continuous personal and professional development purposes.
- 5 The HCSC will liaise with the BOBA Committee Chair and HC volunteers as appropriate to ensure that all regulatory or statutory checks and inspections are undertaken in a timely manner and documented as required.
- 6 The HCSC will undertake environmental monitoring of the military museum sector with a view to advising the Committee on current trends and potential effects on HC policy and procedures.
- 7 The HCSC will efficiently manage volunteer activity and resources in the HC.
- 8 The HCSC and Volunteers will be expected to make a concerted effort to develop a sound working knowledge for the history of the College / School for the delivery of their work.

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- 9 The HCSC will be committed to good health and safety and access practice, ensuring familiarity and compliance with HC policies, procedures and guidelines and the health and safety of visitors, volunteer's and any contractors at all times.
- 10 Conduct a review of all Health and Safety Policies, Risk Assessments and other Governance issues on an annual basis to ensure we are and remain compliant as far as reasonably practicable in applying the correct Statutory Regulations to ensure a safe environment for all visitors and staff.
- 11 This is a live document which may be amended from time to time and includes the revision of relevant documents and policies.

#### Footnote

AAC Army Apprentices College

NAM National Army Museum

AMOT Army Museums Ogilby Trust

WWAM Wales and West Army Museums

AIM Association of Independent Museums

#### HCSC Members

Alan Chatt - Chair

Anthony Waite - H&S Advisor

Gary White - Secretary

Stephen Barker - Advisor

David Bell - Consultant

Date - August 2022