



HISTORY AND HERITAGE COMMITTEE

Terms of Reference

Abstract

The History and Heritage Committee delivers activities that support the GUILD objective
– to promote, protect, preserve and further the traditions and heritage of The Royal
Canadian Dragoons

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HISTORY AND HERITAGE COMMITTEE

TERMS OF REFERENCE

REVISION HISTORY

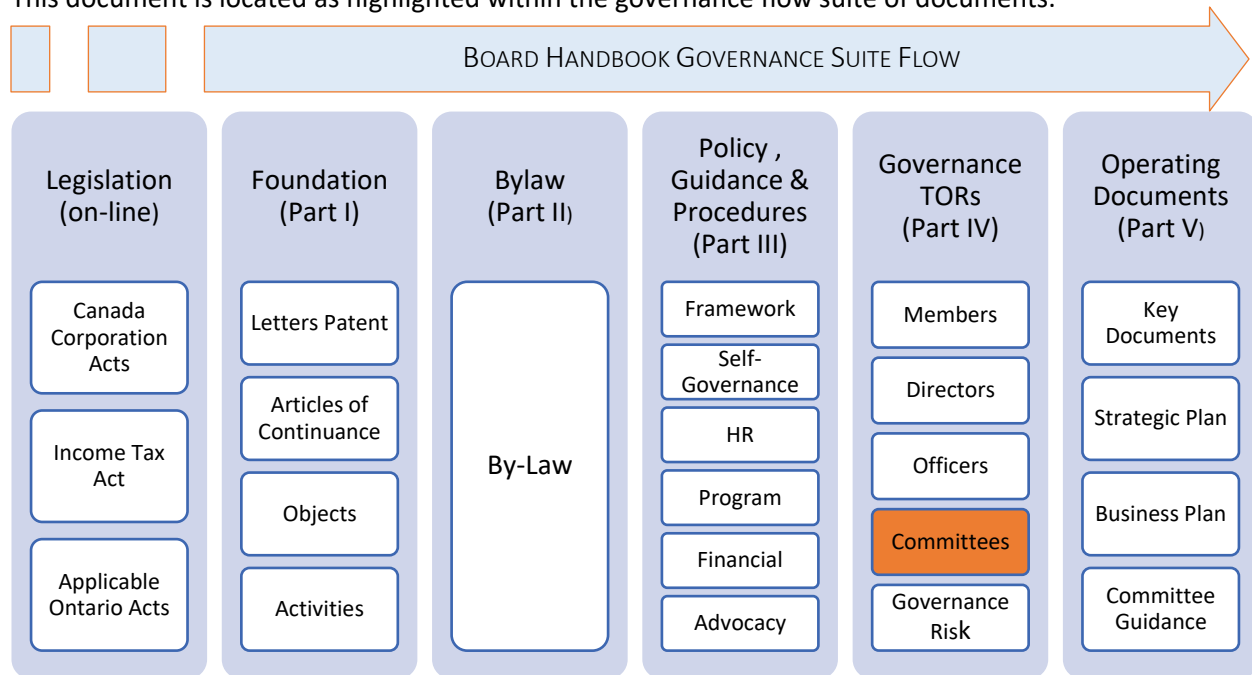
Version	Issue Date	Author	Reason for Change
Draft 1.0	November 2019	Thomas Burnie	Initial draft for comments
Draft 2.0	November 2019	Thomas Burnie	Group history items and minor format changes
Draft 3.0	November 2020	Thomas Burnie	Combine history and heritage functions into one committee
Draft 4.0	January 2021	Thomas Burnie	Linked committee purpose to the applicable GUILD objective

APPROVALS

Version	Issue Date	Approving Authority	Comment
1.0	9 November 2019	Board of Directors	Provisional Use
2.0	28 February 2020	Board of Directors	Grouped history items and minor format changes
3.0	15 April 2021	Board of Directors	Approved Operating Document

GOVERNANCE FLOW SUITE OF DOCUMENTS

This document is located as highlighted within the governance flow suite of documents.



PURPOSE

Created under the authority of the GUILD of The Royal Canadian Dragoons (the GUILD) By-law Section 44, the History and Heritage Committee delivers activities that support the GUILD objective – to promote, protect, preserve and further the traditions and heritage of The Royal Canadian Dragoons.

Committee decisions are subject to Board approval.

SCOPE

The committee has two main functions:

- overseeing the collection, preservation, and promotion of regimental history artifacts: and
- sustaining and promoting artifacts demonstrating regimental heritage and traditions.

COMPOSITION

As a minimum, the committee shall comprise at least two (2) Directors (one appointed as the Chairperson) along with sufficient volunteers to conduct the assigned committee functions. One Director shall be responsible for history functions and one Director shall be responsible for heritage functions. The Chairperson is responsible for identifying and recruiting any non-designated GUILD members or external contributors for projects and additional expertise as required.

The President is an ex officio member of the History and Heritage Committee.

The Board of Directors, by resolution, may remove any Committee member (By-law, Section 44.)

RESPONSIBILITIES AND FUNCTIONS

The Committee shall meet at least once a quarter or as often as necessary to conduct its work.

The Committee is responsible for assisting in the following key function areas.

History	Heritage
<ul style="list-style-type: none"> Regimental History business planning Springbok/Draagoon production Archives Museum and GUILD property (less heritage vehicles and in-service ceremonial uniforms) War Diary Annual Historical Report Special history projects 	<ul style="list-style-type: none"> Heritage business planning Ceremonial heritage uniforms Heritage accoutrements for new Dragoons Heritage vehicles Monuments Draagoon Park Special heritage projects

HISTORY RESPONSIBILITY ASSIGNMENT MATRIX

The table below reflects the assignment of responsibilities against the summary of key History functions.

Legend

R = Responsible for performing work to complete the task.

A = Accountable for the correct and thorough completion of the deliverable or task, the one who ensures the task prerequisites are met and who delegates the work to those responsible

<i>History Deliverables and Tasks</i>	Board	Responsible History Director	Business Planning Director	Springbok/Draagoon Editor	Fundraising Committee	Museum & Property Rep	War Diary Rep	Historical Report rep	Special Projects Team	Professional Advisors
History Business Planning										
Participate in Corporate business planning to ensure committee projects are funded within schedule & budget	A	R								

<i>History Deliverables and Tasks</i>	Board	Responsible History Director	Business Planning Director	Springbok/Draagoon Editor	Fundraising Committee	Museum & Property Rep	War Diary Rep	Historical Report rep	Special Projects Team	Professional Advisors
Provide History and associated future event data for publication & promotion as required	A	R								
Springbok/Draagoon Production										
Conduct annual publication planning cycle		A		R						
Develop the financial plan for revenue and expenditure		A		R						
Develop the publication marketing plan		A		R						
Implement the publication plan		A		R						
Archives										
Maintain a digitization and cataloguing program		A				R				
Museum and Guild Property										
Maintain cataloguing and audit program		A				R				
Maintain liaison with Petawawa Base Museum and other locations where GUILD property is displayed to ensure care and security of housed Guild property		A				R				
War Diary										
Monitor production of annual document		A				R				
Obtain copy for archives		A				R				
Annual Historical Report										
Monitor production of annual document		A				R				
Obtain copy for archives		A				R				
Special Projects										
Provide archival support		A				R				
Provide other specialized support		A							R	

HERITAGE RESPONSIBILITY MATRIX

The table below reflects the assignment of responsibilities against the summary of key heritage functions.

<i>Heritage Deliverables and Tasks</i>	Board	Responsible Heritage Director	Business Planning Director	Springbok/Dragon Editor	Fundraising Committee	Museum & Property Rep	RCD Association Rep	Regimental Sergeant Major	Scarlet Guard Rep	Heritage Vehicle Troop Rep	Special Projects Team	Professional Advisors
Heritage Business Planning												
Participate in Corporate business planning to ensure committee projects are funded within schedule & budget.	A	R										
Provide Heritage and associated future event data for publication & promotion as required	A	R										
Ceremonial Heritage Uniforms												
Maintain a digitization and cataloguing program		A				R						
Develop annual financial plan for maintenance		A							R			
Execute a maintenance program		A							R			
Heritage Accoutrements												
Determine annual requirements		A						R				
Deliver accoutrements to new Dragoons		A						R				
Heritage Vehicles												
Develop annual financial plan for maintenance		A								R		
Maintain a digitization and cataloguing program		A				R						
Maintain existing vehicles										R		
Monuments												
Maintain cataloguing and audit program		A				R						
Maintain liaison with Petawawa Base Museum & other locations where GUILD property or monuments are displayed to ensure care & security		A				R						
Dragon Park												

<i>Heritage Deliverables and Tasks</i>	Board	Responsible Heritage Director	Business Planning Director	Springbok/Dragon Editor	Fundraising Committee	Museum & Property Rep	RCD Association Rep	Regimental Sergeant Major	Scarlet Guard Rep	Heritage Vehicle Troop Rep	Special Projects Team	Professional Advisors
Maintain liaison with Base Petawawa officials on integration of additional vehicles and other park enhancements		A						R				
Monitor condition of site and artifacts		A						R				
Special Projects												
Develop annual financial plan for new acquisitions		A									R	
Provide archival support		A				R						
Provide other specialized support as required		A								R		

ADMINISTRATION, REPORTS AND RETURNS

The Committee is responsible for submitting its reports and returns as follows:

- a. meeting Records of Decision¹;
- b. progress reports for Board meetings;
- c. budget forecasts;
- d. annual work plan;
- e. annual report on the past year's activities; and
- f. performance measures to identify the committee performance/contribution to the GUILD's overall priorities and goals.

¹ The Board Secretary-Treasurer is responsible for filing all records of decisions.