

Purpose:	To provide vision, expertise, and guidance to ANSM on the NovaMuse Co-operative. (This group was formerly known as the Advisory Service Working Group, Information Management and Access Committee, and Passage Steering Committee.)
Roles & Responsibilities:	The NovaMuse Co-operative Working Group (NMCWG) shall: 1. Adjudicate applications from potential NovaMuse Co-op members 2. Advise on NovaMuse Co-op membership structure 3. Oversee the implementation of the <i>NovaMuse Co-operative Policy</i> 4. Provide input on grant applications, partnership development, and other opportunities 5. Share knowledge and expertise relating to collection and information management, as well as community building 6. Provide input on the overall user experience, at all levels and stages, within the NovaMuse Co-op Working group members are expected to: 1. Attend 75% of working group meetings 2. Actively contribute to discussions regarding Co-op member and stakeholder needs from inclusive and diverse perspectives, while considering both good practices and the realities and future of the field (including EDI&A) 3. Make efficient, deliberative, fair and informed decisions that are in the best interests of Co-op members 4. Participate on special projects or sub-working groups as needed, outside the confines of the meetings 5. Conduct annual site visits with Co-op members in their region, as needed 6. Participate in virtual office hours with Co-op members and ANSM staff on a rotational basis As this is a working group and members are recruited for specific expertise, members may be asked individually to assist on projects or initiatives. Regional representatives may assist with communications between ANSM and participating organizations.
Confidentiality:	Working group members will conduct themselves in an impartial, ethical, and professional manner. They will maintain strict confidentiality regarding working group discussions and meetings, as well as the specifics of museums' situations that emerge through NovaMuse Co-op work.
Membership:	The NovaMuse Co-operative Working Group shall consist of 6 – 10 members who have expertise related to collections and information

	management, as well as community building and knowledge sharing. Members may be part of other ANSM related groups such as the Board of Directors. At least one member must be a member of the ANSM Board of Directors. Members are appointed by the ANSM Executive Director who recruits members for their: 1. Expertise 2. Regional diversity 3. Knowledge of trends and developments in collections and information management, as well as community building, including EDI&A 4. Participation in the NovaMuse Co-op The NovaMuse Co-operative Working Group may recruit specific expertise to advise it or address specific situations, as required. They serve a term as requested by the working group but are not formal members and do not participate in final decision making. The working group shall appoint a chair from its membership. The chair is expected to: 1. Help ANSM organize meetings and ensure they are held in a timely fashion 2. Ensure working group goals are realized 3. Ensure appropriate membership and participation in the working group is maintained 4. Chair meetings 5. Send follow-up email to group from meeting with action items or delayed votes 6. Provide a contact point other than ANSM staff for group members The role of secretary will be shared by all members on a rotational basis. Minutes will be recorded by one member per meeting, and circulated to the rest of the group shortly after each meeting.
Membership – ex officio:	The ANSM Executive Director, Programs Manager, and Museum Services Coordinator serve on the NovaMuse Co-operative Working Group in ex officio capacities. ANSM staff are non-voting members of the working group, except when a vote is needed to break a tie. The Museum Services Coordinator is the ANSM staff lead for this group and shall act as chair if the working group chair is not available. A representative of the Halifax Regional Municipality is invited to participate in an ex officio capacity (voting status as HRM is a member of NovaMuse Co-op).

	A representative of the Department of Communities, Culture, Tourism & Heritage is invited to participate in an ex officio, non-voting advisory capacity.
Meetings:	The NovaMuse Co-operative Working Group will meet 6 - 9 times/year depending on initiatives and their timelines. Meetings will be pre-set at the beginning of the year by the chair. Meetings may be held in person or virtually and it is the responsibility of the chair to call and organize them. Members are expected to: 1. Report on any local or regional issues relating to the co-operative and its services 2. Act collectively as a group and not in the interests of a specific region, board or organization 3. Adhere to all ANSM policies and practices including confidentiality and privacy 4. Listen to the opinions of colleagues with an open mind 5. Respect decisions made by majority vote
Commitment:	Members serve for a term of 2 years and may serve up to 2 consecutive terms and should expect 5 - 10 hours/month of work. To ensure working group continuity, the expiry of terms is staggered so that no more than two-thirds of the members leave in the same year.
Formal Reporting:	NovaMuse Co-operative Working Group reports to the ANSM Executive Director who reports to the Board and membership through regular meetings and communications. The Executive Director acts as a fulcrum ensuring that all ANSM projects and initiatives, often inter-related, are carefully aligned and in accordance with the strategic plan.
Review & Evaluation:	1. NovaMuse Co-operative Working Group will set yearly goals at the first meeting of the year (January) that are based on the work plan of the Museum Services Coordinator. It will include goals to improve services to Co-op members and participate in special projects. 2. NovaMuse Co-operative Working Group will prepare recommendations around skills and talents that it feels would assist it in the future work and will be used to guide recruitment efforts for the working group. 3. The <i>NovaMuse Co-operative Working Group Terms of Reference</i> shall be reviewed yearly.
Endorsed by:	Devin Casario, Executive Director
Date:	6 March, 2025