

# FUTURE MUSEUM CAPITAL PROGRAMME COMMITTEE – TERMS OF REFERENCE

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## FUTURE MUSEUM CAPITAL PROGRAMME COMMITTEE

### Purpose:

- ▶ The purpose of the Future Museum Capital Programme Committee is to monitor and oversee the Future Museum Stage 1 Capital Programme.
- ▶ The Committee will monitor and provide Board oversight of Future Museum Stage 1 Capital Programme with particular focus on capital management, project management, and delivery of projects with significant complexities representing a risk to the Future Museum Capital Programme.

### Composition:

- ▶ The Future Museum Capital Programme Committee shall be appointed annually by the Trust Board and shall consist of four Trust Board members and the Chair of the Trust Board shall be an ex-officio member.
- ▶ The Board will appoint the Chair of the Committee who shall not be the Chair of the Board.
- ▶ A quorum shall be a majority of committee members.
- ▶ All members of the Trust Board are entitled to attend meetings of the FM Capital Programme Committee.

### Authority:

- ▶ The committee is authorised by the Trust Board to establish the form of reporting required from Management and to investigate any activity or function related to the Future Museum Capital Programme. It is authorised to seek information it requires to complete the activity requested.
- ▶ The Committee shall have the authority of the Trust Board to obtain legal or other independent professional advice, and to secure the attendance at meetings of third parties with the relevant experience and expertise if it considers this necessary; and
- ▶ The Committee shall have no executive powers other than those bestowed by the Trust Board.
- ▶ The Committee may engage external professional advice and assistance as required, in accordance with a budget approved by the Board.

### Functions and Responsibilities:

- ▶ In order to successfully deliver Future Museum Stage 1 Capital Programme this Committee will provide oversight and assurance to the Trust Board regarding:
  - Capital management with particular focus on Future Museum Stage One forecasting, budgeting, cash flow and;
  - Project management and delivery with particular focus on ensuring projects are delivered on time and that any project deviations are reported to the Trust Board.
  - Capital programme reporting as appropriate for Board and Committee to make informed decisions regarding Future Museum Stage 1.

Ensure projects with significant complexities representing a risk to the Future Museum Capital Programme are appropriately managed and risks mitigated.

## Secretarial and Meetings

- ▶ The Committee will hold at least four meetings per year, which shall be scheduled to ensure appropriate Board assurance of FM Capital Programme.
- ▶ Meetings shall be attended by the Management Executive charged with responsibility for delivery of the Future Museum Capital Programme and Chief Executive and/or third parties as appropriate,
- ▶ A resolution in writing, signed or assented to by at least three members of the FM Capital Programme Committee, is as valid and effective as if it had been passed at a meeting of the FM Capital Programme Committee duly convened and held.
- ▶ Chair of the FM Capital Programme Committee and Chief Executive shall draw up the Agenda;
- ▶ The Agenda and committee papers shall be distributed to committee members at least one week prior to each meeting;
- ▶ Minutes of the Committee meetings are to be kept and made available to Board members upon request.

## Review of the FM Capital Programme Committee

- ▶ The FM Capital Programme Committee shall review annually the FM Capital Programme Committee Terms of Reference and recommend any changes to the Trust Board.

## Reporting Procedures

- The Committee is to report to the Trust Board all matters relevant to the Committee's role and responsibilities.

## Other

- Examine any other matters referred to the committee by the Trust Board.

## Approval

Auckland War Memorial Museum  
Trust Board Chair

  
Orchid Atimalala

Date: