

At a Joint Meeting of the Parish Council of the Parish of St John the Baptist, Canberra, and of the Vestry of St John's Church, held at St John's Parish Centre on 16 December 1969, it was RESOLVED as follows:

A BOARD OF MANAGEMENT OF ST JOHN'S SCHOOLHOUSE MUSEUM IS
HEREBY CONSTITUTED

1. Functions

The Board shall act on behalf of the Anglican Church authorities in managing St John's Schoolhouse Museum in accordance with the provision of the Agreement dated 22nd December 1967 between the Church of England Property Trust, Diocese of Canberra and Goulburn, and the Commonwealth of Australia, and in accordance with any directions that may from time to time be given by St John's Parish Council or Vestry.

2. Members & *****

The Board shall initially comprise the members of the present Schoolhouse Committee.

Other persons may be appointed to the Board from time to time either by the Board or by St John's Parish Council or Vestry. In principle, each of the other Churches with exhibits in the Museum should have one representative on the Board. The Board shall inform St John's Parish Council or Vestry of the name of each person appointed by it.

The Schoolhouse Museum Board of Management operates according to the Guidelines for the Committee of the Parish Council, which were approved by Parish Council at its meeting on 19 June 2013.

The Schoolhouse Museum Board of Management operates according to the guidelines recommended by the Risk Management Advisory Committee of Parish Council, relating to the Schoolhouse Museum, as reported to the Parish Council in May 2019.

3. Officers

At its first meeting in each calendar year, the Board shall appoint amongst its members a President, Secretary and Treasurer. It shall also appoint at that meeting an auditor for the purpose of auditing the Board's accounts. The Board shall inform St John's Parish Council or Vestry of the name of each person so appointed.

4. Financial*

The Board shall open an account with any major financial institution and/or the Anglican Development Fund and shall pay into that account all moneys received by it by way of donations for admission to the Museum, and otherwise. The Board may invest funds in any major financial institution and/or the Anglican Development Fund.

The Board shall maintain appropriate books of account and shall apply the moneys at its disposal in such proportions as it sees fit (but subject to any directions from St John's Parish Council or Vestry) towards

- (a) the establishment of a fund to provide for maintenance of the Museum;
- (b) necessary expenditure to maintain and expand the displays;
- (c) repayment of moneys advanced to the Schoolhouse Committee by the Parish Council and Vestry; and
- (d) such other matters, directly related to the operation of the Museum, as the Board shall determine.

The Board's financial year shall be from 1st January to 31st December.

5. Decisions of the Board

Decisions of the Board shall be made by majority of the members present and voting at meetings of which reasonable notice has been given to all members. One HALF of the total membership of the Board shall constitute a QUORUM at meetings of the Board.

6. Reports

Not later than 15th February in each year, the Board shall submit to the St John's Parish Council or Vestry an Annual Report on its activities for the preceding year, together with audited accounts of receipts and expenditure for that year.

* Amended at a meeting of the Parish Council of the Parish of St John the Baptist, Canberra, and of the Vestry of St John's Church on 23 November 2005.

** Amended by insertion of paragraph 3, in accordance with decision of Parish Council 19 June 2013, as recorded at Annual General Meeting of the Schoolhouse Board of Management on 11 February 2014.

*** Amended by the insertion of paragraph 4, in accordance with decision taken following the 12 December 2019 St John's Schoolhouse Museum General Meeting, and as recorded at the Annual General Meeting of the Schoolhouse Board of Management on 11 February 2020.