

## Practical Guidelines for Future DEMHIST Board Members

### Introduction & DEMHIST's Role in ICOM

Welcome to DEMHIST – ICOM's International Committee for Historic House Museums (Demeures Historiques). As a future Board member, you are joining a global network dedicated to the conservation, interpretation, and management of house museums – from castles to cottages.

### DEMHIST's Strategic Aims

Through our activities both hybrid and in situ, DEMHIST works to raise awareness about house museums and the wider ICOM community. This is achieved through programming such as conferences, online events, collaborative projects, supporting national working groups and professional training, and strengthening social media and member communication. Our activities and the aims of the committee are rooted in and aligned to the ICOM Strategic Plan for 2022-28 (see: <https://icom.museum/en/member/strategic-plan-2022-2028/>) focusing on Global positioning, Governance and management, Communication, Diversity, Digital futures, and Leadership.

### Your Commitment as a Board Member

As a Board member, you are expected to:

- Uphold the ICOM Code of Ethics for Museums (minimum standards for professional practice, including stewardship, due diligence, and prohibition of illicit trade).
- Comply with ICOM Internal Rules (especially Article 7 – Rules for International Committees).
- Act in the best interests of DEMHIST and the wider museum community.
- Hold the good tradition of DEMHIST events and develop new ones.
- Simply be active.

### DEMHIST Board Positions & Responsibilities

Please refer to the DEMHIST Bylaws Article 10: Governance.

The DEMHIST Bureau (Executive Board) consists of a Chair, two Vice-Chairs, Secretary, Treasurer and 5 or 6 Councillors



## **Chair**

The Chair presides over Board meetings, oversees DEMHIST working groups (Governance, Conference, Outreach, Communication, Grants), represents DEMHIST within ICOM forums including the Advisory Council, submits official reports and materials as required, represents DEMHIST externally, liaises with ICOM leadership, and ensures the committee follows ICOM policies.

## **Secretary**

Manages the DEMHIST secretary email account, manages elections, manages communication for DEMHIST activities, maintains minutes and governance documents, communicates with members and non-members, and oversees administrative compliance.

Important: Secretary is the most responsible role after the Chair in any ICOM International Committee.

## **Treasurer**

Oversees financial management, reporting, and the proper use of ICOM subsidies.

## **Vice Chair(s)**

Assists the Chair, chairs meetings in their absence, may lead specific projects, lead working groups, support annual DEMHIST conference planning, and promote DEMHIST's mission within their regions.

## **Councillors**

Advise on strategic direction, take part in various working groups (by preference), support conference planning, and promote DEMHIST's mission within their regions.

Additional roles (may be assigned):

- Working Group lead – For specific themes (e.g., digital engagement, young professionals).

All Board members must be voting members of DEMHIST in good standing.

## **Elections, Terms & Eligibility**

### **Election Cycle**

- Board elections are held every three years during the DEMHIST General Assembly (normally at the annual conference).

- The next election will be for the 2026–2029 term.

### **Candidate Eligibility**

**Must be a voting member in good standing of ICOM and of DEMHIST during the year of elections AND the year prior to the elections**



- No person may serve as an ordinary Board member for more than six consecutive years unless subsequently elected as Chair, Vice-Chair, Treasurer, or Secretary.

- No more than twelve consecutive years in any Board capacity (per ICOM Internal Rules, Article 7.4).

**Important:** The Chair of DEMHIST may not simultaneously serve as Chair of a National Committee, an Affiliated Organisation, a Regional Alliance, or as a member of ICOM's Executive Board (ICOM Internal Rules, Article 7.4).

## **Key DEMHIST Board Activities & Strategic Goals**

### **Annual Conference**

DEMHIST holds at least one annual conference (in person or hybrid) plus occasional optional online events such as Open Talks and webinars. These offer platforms for professional exchange, networking, and dissemination of best practices.

Other important events includes the international House Museums days in collaboration with ICOM ICLCM, Case Della Memoria and other organizations. **Representation at ICOM**

### **General Conference**

Every three years, DEMHIST contributes sessions linking the conference theme to historic house museum issues.

### **Strategic Plan Implementation**

Your Board will oversee:

1. Annual conference organisation (selecting host institution, gathering abstracts, securing venues, managing applications).
2. National Working Groups – encouraging existing groups and fostering new ones.
3. Grants and Young professionals' training – mentoring and dedicated sessions.
4. Social media & membership engagement – maintaining our website, active platforms and regular newsletters.
5. Reporting – submitting an annual activity report and financial report to ICOM.

### **Financial Management**

- The Board must ensure fiscal transparency and that financial management does not compromise ICOM.

- DEMHIST may accept sponsorships and apply for subventions, but all funds must be properly accounted for.

### **As a board member you must commit to:**

Attend all Board meetings and General Assemblies – your voice matters.



Foster inclusivity – engage with members from all regions and backgrounds.

Stay informed – read ICOM’s latest strategic plans and ethics updates.

Consult colleagues – seek advice when expertise is insufficient (Code of Ethics, 8.11).

Lead by example – uphold the highest professional standards.

For further guidance, consult the DEMHIST Bylaws (adopted 1999, amended 2012 and 2023) and the ICOM Internal Rules (Article 7) available on the ICOM website.

### **Governance & Ethical Conduct**

Compliance with ICOM Documents

All Board members are bound by:

- ICOM Statutes (prevail over any inconsistency with Internal Rules).
- ICOM Internal Rules (Article 7 for International Committees).
- ICOM Code of Ethics for Museums (adherence is a condition of membership).

### **Key Ethical Duties**

- Avoid conflicts of interest – No board member may participate in decisions where they have a personal or institutional stake.
- Respect confidentiality – Do not disclose sensitive information about collections, security, or members (Code of Ethics, sections 8.6–8.8).
- Prohibit illicit traffic – Do not support the illegal trade of cultural property (Code of Ethics, section 8.5).
- Dealing restrictions – Board members may not deal (buy/sell for profit) in natural or cultural heritage (Code of Ethics, section 8.14).

### **Use of DEMHIST Logo & Name**

- The DEMHIST logo is intellectual property owned by ICOM. Its use is **\*\*carefully controlled\*\*** and requires permission from the Board (Secretary).
- The logo may not be altered, and its use does not grant permission to use ICOM’s logo.

### **Privacy Policy**

ICOM, and therefore DEMHIST complies with all GDPT regulations. Therefore, ICOM protects your personal data when you visit our site, become a member, register for events, or subscribe to our newsletter.

Read more about Privacy policy: <https://icom.museum/en/privacy-policy/>

**Suspension or Dissolution** If DEMHIST fails to function effectively or violates ICOM rules, the ICOM Executive Board may suspend or dissolve the committee. Residual assets would be transferred to ICOM headquarters (Internal Rules, Article 7.7).

