

City of London - Application for Appointment to a City of London Board or Commission

Application

Please choose the Board or Commission you are interested in serving on: **Eldon House**

Contact Information

Name: **Megan Halliday**

Phone Number:

Address:

City: **London** Province: **ON** Postal Code: **N6H 5W6**

E-mail Address (Confirmation e-mail of your application will be sent):

Experience and Qualifications

If you have experience on a London Board or Commission, please provide dates and details. (max. 3000 characters):

I am a recent graduate from the Master of Library and Information Sciences program at Western University with Undergraduate degrees in both history and criminology. I believe that my education would be an asset to this commission as I have prior knowledge about how important historical sites are and how best to support and sustain these historical sites. Further, my master's degree has allowed me to complete courses involving prospect management and fundraising which means I have skills and knowledge in how to best contact, sustain and introduce donors to the potentials of Eldon House. My education also has ties to archives and museums which are relevant to this position as Eldon House is a museum. With prior experience and education of how best to showcase archives and museum artifacts, I wish to use my knowledge to promote Eldon House. I have also worked for a non-profit historical site when I worked for the Heritage London Foundation. With this experience, it was essential to find ways to best use the historical site and remain relevant while also preserving and protecting the historical nature of the properties (Elsie Perrin Williams Estate and Grosvenor Lodge). In this role, I was in charge of booking weddings and other events as well as handling membership to the Heritage London Foundation. I was responsible for ensuring that donors were thanked, new prospects were managed and fundraising opportunities were marketed appropriately. Lastly, this position worked closely with the board, especially the board chair, and so I have become aware of board proceedings, board management and how important the role of a board member is as well as their responsibilities. Lastly, although I have not been on a formal board, I have had family members who have been on many and so through their knowledge, I have been able to gain further insight into the management, role and responsibilities of various boards.

What do you hope to contribute or learn as part of a Board or Commission? (max. 3000 characters):

I have always had an interest in giving back to my community and I am a firm believer in history being an important aspect of present and future decisions. To this Commission, I hope to give a different perspective as to how Eldon House can be promoted and be relevant in today's changing environment. At the same time, I have a desire and a wish to see historical sites such as Eldon house be maintained and honoured for the impact they have had. I feel that not enough people have knowledge of local history but rather have focused their education on national or even international history. I hope to bring attention to these local sites as they are a large part of what has made London the city it is today. Through remaining relevant, promotion and hopefully an increase in patron gifts, I hope to continue to increase the reputation Eldon House has in our community. Further, the creation of programs that will showcase the historical site is vital to the community awareness that Eldon House needs to have. There is so much history in London that goes unknown including Heritage London sites, the Sir Frederick Banting

House, Museum London etc. and while people may know about these locations, they may have never been or seen the benefit of going. I wish to change this mindset so that London's history can be broadcast. Lastly, I hope to gain the experience of being a Commission member and further my knowledge in the management of organizations that have a Commission. While I have worked closely with boards before, I have not yet had the experience of being a member and I am extremely interested to see things from the other side including how decisions are made, the focus of different boards and how I can contribute my knowledge, education and work experience.

How will you support the work of a Board or Commission? (max. 3000 characters):

Being a part of this board, to me, takes more time and energy than simply going to meetings. In everything I do, I am fully invested and am willing and able to take the time necessary to ensure that board directives are achieved at an extremely high level of effectiveness. I will support the Commission in making decisions on behalf of members to best support the management of Eldon House. My interest and education in history give me a unique perspective when it comes to how to handle the management and running of a historical site. Eldon house has not changed since the 19th century and while that needs to be preserved, I want to work with the board and staff to come up with creative ideas about how to share the history of the house and gardens. In a post-Covid world, there will need to be the development of strategies to maintain the upkeep of both the house and gardens and the reawakening; that will need to take place. It will take significant work to get things back up and running to the level they were at before Covid hit and I wish to be part of the group that does this. Lastly, I am interested in the development of the strategic plan and the upcoming AGM to see how the Commission is currently running and where I may be of significant help.

Please describe additional experience, training, or community involvement that will help you in your role as a Board or Commission Member. (max. 3000 characters):

Prior to being hired at the Heritage London Foundation as an estate assistant, I was a board volunteer in charge of directing events. It was not long after my appointment for this role that I was offered a position as a staff member. Because of the close relationship between staff and the board, I was able to learn about the specific roles of board members and how much dedication and work it takes to be on the board. Further, my current position with the London Police Service is one that is heavily dependant on board involvement and relies on the decisions made by them. Although I have no prior experience working on a board, I believe that my work experience in both non-profits and the LPS has given me some knowledge into the workings and the importance of board members. That being said, while I have experience working with boards as a staff member, I am eager to experience working with boards as a member and alongside staff to meet goals and objectives.

Attach resume or other document here, if needed: [Resume.pdf](#)

Attach more files here, if needed:

Confirmations

I declare the following: **I am a resident of London. ; I am at least 18 years old.; I understand that my application will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity: (optional): **City Website**

If you selected 'Other', please specify:

Submitter E-mail:

Submitted on: **5/13/2021 3:25:17 PM**

MEGAN HALLIDAY

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OBJECTIVE

To secure a challenging position in a reputable organization to expand my learning, knowledge and skills.



EDUCATION

Master of Library and Information Sciences | Western University

SEPTEMBER 2018-AUGUST 2020

Bachelor of Arts, Double Major: History & Criminology | Western University

SEPTEMBER 2013-JUNE 2017



EXPERIENCE

Property and Firearms Clerk | London Police Service

SEPTEMBER 2019-PRESENT

- Catalogues property according to London Police Service policies and procedures.
- Responds promptly to inquiries from the public, sworn and civilian members via email and phone.
- Ensures property is handled, stored and disposed of in accordance with the Health and Safety Act, the Police Services Act and the Firearms Act.
- Ensures that evidentiary continuity is maintained with any movement of property to and from the Property Control Unit.
- Maintains computerized records to ensure they are up to date and correct.
- Ensures property is properly tracked when stored at any off-site locations or locations within London Police Headquarters outside of the Property Control Unit.
- Promptly and efficiently handles the purging of authorization property.

Court Services Administrative Assistant | London Police Service

FEBRUARY 2019-SEPTEMBER 2019

- Verified and audited all charge packages, tickets, summons etc.
- Prepared informations, summonses and disclosure for all Provincial Offence and Criminal Court matters.
- Liaised and coordinated with the Provincial Prosecutor and Crown Attorney's office.
- Followed all policies and procedures set in place in regards to charge packages, disclosure and correspondence.
- Controlled and managed document processes by reviewing files, records and critical information to confirm accuracy and ensure compliance with policies and procedures.
- Managed and adjusted personnel scheduling for sworn members, monitored resource allocation to provide optimal coverage and service.

Intake and Processing Attendant | London Police Service

JULY 2018-FEBRUARY 2019

- Managed the public counter for record checks, pardons, adoptions, name changes, Freedom of Information requests and compliance notices.
- Provided assistance to members of the general public in the completion of pertinent forms.
- Communicated with members of the Records Screening Unit to ensure accuracy of record check applications and ensure adherence to legislation and guidelines.
- Fingerprinted individuals while obtaining and recording all necessary information to ensure adherence to legislation put in place by the RCMP.
- Sent Canadian Police Information Centre (CPIC) messages to other agencies.
- Delivered top quality customer service while managing multiple tasks.

Meeting and Event Services Assistant | London Public Library

APRIL 2018-JULY 2018

- Served as the key customer service point of contact.
- Provided information and tours of the Wolf Performance Hall and meeting rooms.
- Coordinated logistics of events and bookings for all sixteen London Public Library locations.
- Accurately prepared invoices, collected deposits, handled cash transactions, provided refunds and created and updated client records.
- Communicated with third party stakeholders and relayed relevant information in regards to their interests.
- Protected company reputation and built a loyal client base by working relentlessly to resolve problems and improve customer satisfaction

Library Assistant | London Public Library

DECEMBER 2016-APRIL 2018

- Assisted with collection maintenance and created displays to promote collections.
- Explained the use of library facilities, resources, equipment and services while providing information about library policies.
- Registered new patrons and issued borrower identification cards
- Helped assist with the editing, maintenance and creation of new policies and procedures as put for by management.
- Pulled materials for hold requests, sourced and processed inter-library loans across networks to meet needs
- Monitored and supervised Page staff while assisting them with scheduling needs and assigning tasks.
- Organized all aspects of the library, including media supplies, main catalogue, special equipment and permanent records

Estate Assistant | Heritage London Foundation

OCTOBER 2017-JULY 2018

- Assisted with events such as weddings, celebrations of life, corporate events and series events
- Maintained and fostered relationships with partner organizations like Architectural Conservancy Ontario and Windermere on the Mount as well as vendors such as Culinary Catering and NorthMoore Catering
- Maintained patronage listings and ensure donors were thanked and invited to meetings and events
- Maintained and updated a contact list to ensure all relevant individuals and organizations were kept up to date with news and events
- Maintained both properties owned and operated by HLF, the Elsie Perrin Williams Estate and Grosvenor Lodge
- Answered client questions via email and telephone
- Worked closely with board members to ensure that strategic planning objectives were met and marketing visions were updated



VOLUNTEER AND COMMUNITY ENGAGEMENT

- Forest of Reading: White Pine Selection Committee, 2020
- Emerging Library and Information Perspectives Journal: Copyediting, 2019, 2020
- Heritage London Foundation: Board Volunteer, 2017



ALTERNATE TRAINING

- International Association for Property and Evidence, Certified Evidence Specialist Course, 2020
- Firearms Verifiers Course, 2020
- Firearms Possession & Acquisition License (PAL), 2019
- ALISON Certificate in Information Theory, 2019
- Emotional Intelligence Training, 2019
- ALISON Diploma in Legal Studies, 2018
- PEARS Mental Health Training, 2018