

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

15 July 2014

**Agenda Item 6.1 Shepparton Art Museum Advisory Committee -
Appointment of community members and endorsement
of revised Terms of Reference**

**Attachment 1 Terms of Reference | Shepparton Art Museum Advisory
Committee - July 2014 248**



GREATER
SHEPPARTON

Shepparton Art Museum Advisory Committee TERMS OF REFERENCE

*Adopted by Resolution of Council on 15 July 2014
For Review July 2017*

1. Purpose

The Shepparton Art Museum Advisory Committee (Committee) purpose is to facilitate and support the Art Museum in its mission to create excellent visual art experiences and to grow and care for the art collection to this ends.

2. Role of the Shepparton Art Museum Advisory Committee

It is the role of the Committee to support the Art Museum by ensuring that the Collection Development Strategy is followed and artworks presented for acquisition into the collection fall within collection areas and are in keeping with the objectives and particulars of the strategy.

It is the role of the Committee to advise and support the Shepparton Art Museum (SAM) Director with respect to the strategic directions and issues of the Art Museum; however the Committee does not have a role in the management of the Art Museum or management decisions.

It is the role of the Committee to act as advocates for the Art Museum, championing the work that SAM undertakes in the community.

3. Committee Membership

The Committee consists of seven people as follows;

Chair	Elected Councillor
Secretary:	SAM Director
Friends President:	President, Friends of Shepparton Art Museum
Friends Member:	Additional representative
Community Representatives:	Up to three community representatives

4 Appointment Procedure

Chair

The Chair is an elected Councillor who usually self nominates him/herself to the role. The Chair is able to stay in the role for an unlimited period in as far as they are elected as a Councillor representative to the position.

Secretary

The SAM Director is automatically appointed the Secretary of the Committee for as long as they are in the position of SAM Director. In the event of extended absence or a period without an appointed SAM Director, another employee is to be appointed to the position of Acting Secretary by the Committee.

Friends President

The President of the Friends of SAM Committee is automatically appointed to the Advisory Committee on acceptance of the position of President of the Friends, for as long as they are

in the position. In the event of extended absence or a period without an appointed President of the Friends, the existing Friends Member will fulfil the reporting duties to the Committee in place of the Friends President.

Friends Advisory Committee Member

The Friends Advisory Committee Member is to be nominated by the Friends Committee for ratification by the Committee and then appointment by the Council. The Friends member is appointed for three years, with up to three terms in total, at which time they must relinquish the position. At the end of each three year term the member must be renominated by the Friends Committee, and ratified by the Committee, but does not need to be reappointed for subsequent terms by the Council.

Community Committee Members

Community Committee Members are to be selected via an advertised expression of interest process for selection by the Committee and then appointment by the Council. Community Committee Members are appointed for three years, with up to three terms in total, at which time they must relinquish the position. At the end of a three year term the member must be ratified by the Committee for a subsequent term, but does not need to be reappointed by the Council for subsequent terms.

5. Committee Meeting Procedure

The Committee will meet on a monthly basis with no meeting being held in January.

Minutes and agenda's of meetings will be distributed to the Committee by SAM staff, prior to meetings.

Any member who misses three consecutive meetings, except with leave of absence, will need to formally apply and be granted a leave of absence or have to relinquish their position.

6. Committee Conduct Principles

Committee members are expected to:

- a. actively participate in Committee discussions and offer their opinions and views,
- b. treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- c. act with integrity,
- d. attend each meeting where practical, and
- e. avoid conflicts of interest and the releasing of confidential information.

7. Relationship with Council

The Committee will provide the Greater Shepparton City Council with recommendations on the Art Museum and its operations, and if requested will give advice on specific issues.

The Committee will assess new policies for the Art Museum and forward them to the Council for ratification when appropriate.

The Committee will report annually to the Greater Shepparton City Council on the Art Museum and the activities associated with it.

8. Relationship with the Art Museum Director

The Committee will provide a support role for the Director through interaction with:

- Community networks
- Friends of Shepparton Art Museum Inc.

The Committee is committed to assisting the SAM Director in the work of the Art Museum. Care will be taken not to encroach on the duties, prerogatives and responsibilities of the Director or instruct the Director of the management of the Art Museum.

The SAM Director is committed to keeping the Committee informed about the development and delivery of key strategic projects of the Art Museum.

9. Relationship with the SAM Foundation

The Committee acts independently from the SAM Foundation and its decisions with respect to the collection and acquisitions.

The Committee will support the activities of the SAM Foundation and seek to have a relationship with the Board through their mutual support for SAM.

9. Collection Management

The Committee shall assess and ratify new acquisitions in conformity with the Art Museum's Acquisition Policy.

The Committee shall also ensure that the Art Museum's De-Accession Policy is adhered to in a correct and professional manner that reflects other collection management policies in place at the museum.

10. Policy

The Committee will provide advice to the Council in relation to policy development and implementation.

11. Reputation

The Committee shall seek to ensure that the Art Museum maintains its reputation as an important, long standing, culturally rich and unique asset owned by the Greater Shepparton community.

Committee members will actively promote the Art Museum in the public arena and ensure that the Committee is represented at official functions.

The Committee will endeavour to raise the profile of the Art Museum and engage the Greater Shepparton community in the activities of the Art Museum.

12. Professional Conduct

The Committee will represent the Art Museum in the most positive manner, with only the Chair of the Committee and the Director authorised to make public statements on behalf of the Committee regarding the Art Museum and its activities.

Confidential discussions of the Committee should not be discussed outside of the Committee.

13. Assemblies of Councillors

In accordance with the *Local Government Act 1989* the definition of an Assembly of Councillors includes any meeting of an advisory committee of the Council, if at least one Councillor is present. Any Councillors in attendance at meetings of the committee are required to declare any conflicts of interest.

Following the meeting a Record of Assembly of Councillors must be completed stating:

- the names of all Councillors and members of Council staff in attendance
- the matters considered

Shepparton Art Museum Advisory Committee – Terms of Reference

- any conflicts of interest disclosures made by a Councillor attending, and
- whether the Councillor who has disclosed the conflict of interest leaves the assembly.

The Record of Assembly of Councillors must be submitted to Council in accordance with the *Assembly of Councillors Operational Procedure 37.PRO9.1* (Trim Ref: M11/51282) within 7 days of the date of the Committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

14. Review

The terms of reference for the Shepparton Art Museum Advisor Committee will be reviewed every three years prior to recruitment of Community members.