



Contemporary Art Acquisition Committee

Terms of Reference

1. PURPOSE

- The Art Acquisition Committee will act as an advisory committee for Council on behalf of the Port Phillip community.
- The AAC will act as an advisory committee on behalf of Council and the Port Phillip community, with delegated responsibility held by the Executive Director of Community Development and Planning or their representative.
- The AAC will provide strategic advice and expertise to Council on policy development and planning of Council's visual art acquisition, in particular:
 - make recommendations according to the Acquisition Criteria for the allocation of the annual art acquisition budget towards the purchase of one or more works of art;
 - make recommendations according to the de-accession criteria for the de-accessioning of artworks in the Port Phillip City Collection, and
 - make recommendation according to the general and specific acquisition criteria for the purchase of any visual art item with a value greater than \$1500.

2 . PRINCIPLES

- The AAC's work will be guided by the following principles:
 - Providing advice based on best practise trends in the visual arts
 - Open and rigorous discussion, and respect for members opinions
 - Declaration of any conflict of interest including associations with an artist or art dealer that may influence a members own decision making
 - Development of Art Acquisition Program processes that are transparent and accessible by the local community.

3. SELECTION CRITERIA

- An individual appointed to the AACs will be expected to offer advice based on the following skills and abilities:
 - Knowledge of and a passion for the visual arts, and arts programs
 - Expertise in any or all of the following - teaching, writing, communicating, researching, or creating visual arts
 - Ability to be open, creative, committed, enthusiastic and to communicate well
 - Ability to consider the Foundation as contributing to the City of Port Phillip's vision for the development of arts and cultural services across the municipality
 - Experience as a team member or participation in project development
 - Resident of the City of Port Phillip
 - Availability for a minimum of three meetings a year as required.
 - Representation of various age groups, gender and cultural diversity is desirable.

4. MEMBERSHIP

4.1 Membership

- Membership will be a maximum of five members, including:
 - a member of the City of Port Phillip Arts Advisory Board;
 - the Curator of the Port Phillip City Collection or their representative;
 - a practising artist who either lives or works in the City of Port Phillip;
 - an art curator external to the organisation, and
 - the CoPP Director of Community Development and Planning.
- The will be supported by the Curatorial Team Leader or their representative.

4.2 Term and Continued Membership

- Membership and Terms of Reference will be reviewed every 12 months, to consider continuation of the committee for a 12 month period.
- Given that the Art Acquisition program is run only every alternate year, continued RBFS membership by any one member will be for four years maximum, after which a replacement member will be recruited.
- Should a member miss two consecutive meetings, that position may be declared vacant and eligible for recruitment by the members.

4.3 Membership Nomination and Selection

- Nominees will be required to submit a written application to Council addressing the selection criteria as outlined in these Terms of Reference.
- Council will consider and select a nominee based on their ability to match the selection criteria in these Terms of Reference, and with consideration of achieving a balance of skills and abilities across a group of nominees and existing committee members. This balance will include representatives of relevant special interest groups, a diversity of ages, and geographical representation across Port Phillip.

4.4 Replacement Members and Recruitment

- In the advent of resignation by a community member of the AAC before an agreed term, the Executive Officer of the committee will form a selection committee from other committee members to consider:
 - Firstly, if there are reserve applicants from the previous round of membership recruitment, to invite them to resubmit their application to join the AAC.
 - Then, consider the reserve applicants only, or advertise and receive new nominations.
 - Make a recommendation to Council for the replacement member/s.
- At the end of the term for a majority of community members, or at any time there is a majority of community members to be replaced, then the Executive Officer will advertise to fill these positions, asking for written nominations against the current selection criteria. The Executive Officer will then make a recommendation to Council for the selection and appointment of new members according to the membership nomination and selection guidelines according to the Terms of Reference.

5. MEETINGS

- It is envisaged that the AAC will meet three times every two years for two hours.
- Additional meetings may be called as required.
- Email correspondence with and between committee members will occur as required.

6. VOTING RIGHTS

- Voting rights are allocated to individual members, with one vote per member.
- Where voting is required, agreement will be made by a majority of votes.

7. REPORTING AND COMMUNICATION

- The AAC will report to Council via the Arts Advisory Committee. Written progress reports on the activities of the Committee, as determined by the 'Purpose' in these Terms of Reference, will be presented verbally to the Arts Advisory Committee every 12 months by the Chairperson of the AAC.
- Meeting agendas and meeting notes will be made available to members of the AAC.
- Methods, frequency and responsibility for communication to the broader community will be established by the AAC, and may be reviewed as required.