



The Rupert Bunny Foundation Subcommittee Terms of Reference

DRAFT

1. PURPOSE

- The Rupert Bunny Foundation Subcommittee (RBFS) is a subcommittee of the Victorian Community Foundation (VCF) – Rupert Bunny Foundation Committee (RBFC).
- The RBFS 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 RBFS will provide strategic advice and expertise to Council, and recommendations to the RBFC, on dispersal of RBF funds according to the VCF- RBF Deed of Trust which states funds are used to:
 - *Further the development of the visual arts, particularly art in public spaces within the municipality of St Kilda (now Port Phillip);*
 - *Enlarge and enhance the St Kilda Art Collection (now Port Phillip)*

2. PRINCIPLES

- The RBFS's work will be guided by the following principles:
 - Providing advice based on best practise trends in the visual arts
 - Accessibility of application processes and information
 - Development of Rupert Bunny Foundation fund distribution strategies that are accessible by the local community; and
 - are of benefit to the City of Port Phillip.

3. SELECTION CRITERIA

- An individual appointed to the RBFS 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 or researching 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 UHCC Membership

- Membership will be a maximum of five members, including:
 - A Councillor
 - One up to two representatives from an arts institution or an academic
 - One up to two representatives from the Port Phillip Arts Advisory Committee
 - One up to two practising visual artists
- The RBFS will be supported by an Executive Officer who will be the Arts 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 RBF 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 RBFS 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 RBFS 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 RBFS.
 - 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, the Executive Officer will advertise to fill these position(s), 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 RBFS will meet a minimum of three times between April and December in 2007 and then every second year, for two hours per meeting.
- 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 by a simple majority of votes.

7. REPORTING AND COMMUNICATION

- The RBFS will submit the following communication to Council and RBFC
 - nominations for new committee members;
 - proposals for changes to the method for dispersal of Rupert Bunny Foundation funds; and
 - reports on dispersal of funds.
- Written progress reports on the activities of the Committee, as determined by the 'Purpose' in these Terms of Reference will be presented to Council in the Annual Report.
- Meeting agendas and meeting notes will be made available to members of the RBFS.
- Methods, frequency and responsibility for communication to the broader community will be established by the RBFS, and may be reviewed as required.