

Terms of Reference

Tweed Regional Gallery Advisory Committee

Version 1.0

Reviewed by Council at its meeting on 21 August 2012

Minute No: 534

Division:	Community and Natural Resources
Section:	Community and Cultural Services
File Reference:	xxx
Historical Reference:	

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Tweed Regional Gallery Advisory Committee

1. Aims and Objectives

The Committee is appointed by resolution of Council to assist and advise Council in matters relating to the review and updating of the Gallery's policies and plans.

- The Committee shall advise Council on the care and future developments of the Collection and the Tweed Regional Gallery.
- The Committee shall keep the objectives, policies and strategies of the Gallery under constant review.
- The Committee shall encourage the enjoyment, appreciation and education in the arts in the Tweed region through advice to the Tweed Shire Council.

2 Patrons

The Committee may appoint such patrons as it sees fit from time to time.

3 Membership

Membership of the Committee shall consist of a maximum of thirteen citizens being residents and having an interest in the arts in the Tweed Shire: including two Councillors, one person and an alternate person nominated by the Friends of the Tweed Regional Gallery Inc, one person and an alternate person nominated by the Tweed Regional Gallery Foundation Ltd, and being a Member of those organisation and nominated at the organisations' AGM. Members will be appointed for the term of the Council.

Councillor members will be appointed for the term of the Council.

The existing Committee may make recommendations concerning the appointment of future members as and when vacancies occur.

The Manager Community and Cultural Services, and the Gallery Director will be ex-officio members of the Committee. As such they will not have voting rights.

4 Termination of Membership

Membership of the Committee ceases at each Council election. Previous members may re-apply for membership of the committee.

Membership of the Committee is terminated following a member's absence from three consecutive meetings.

Written application to the Chair for extended leave of more than three consecutive meetings is required.

5 Election of Chair and Officers

At the first meeting the Committee shall elect from its members a Chair who shall be responsible for the proper conduct of Committee meetings and shall represent the Committee in dealings with the public and with Council.

The Minute Secretary shall be an appropriate staff member of the Gallery. The Minutes will be approved by the Chair, in consultation with the members, by the conclusion of the week following the meeting and shall be made available to Council at the earliest opportunity after any meeting of the Committee.

The Committee shall have power to co-opt members of the public with special expertise to attend meetings. However such persons shall not be entitled to vote in respect of any issue before the Committee.

If at the commencement time of any meeting of the Committee the Chair is absent, the members present may elect one of their number to occupy the chair for that meeting, who shall stand down if and when the Chair arrives.

6 Meetings

Meetings of the Committee shall be held quarterly. The minutes of meetings shall identify the month, date, time and place of the next meeting.

At least **seven days notice** shall be given to the members of the time and place of a meeting

A quorum at any meeting of the Committee shall comprise six voting members.

7 Alteration to Constitution

The Constitution may be altered or amended by Council at its ordinary meeting on the recommendation of the Gallery Director and the Committee.