

Moreland Arts Board
TERMS OF REFERENCE

<p>Type of Committee</p>	<p>Special Committee</p>
<p>Purpose and Scope (Topic , Intended Outcomes)</p>	<p>The purpose of all Citizen Committees is to inform Council decision-making by</p> <ul style="list-style-type: none"> - Providing formal pathways for community input, and - Providing regular, formal feedback to Council <p>Committees are one way Council engages with community to obtain local input, expertise and participation to inform planning and decision making.</p> <p>Further to this, the purpose of the Moreland Arts Board is to</p> <ul style="list-style-type: none"> - Develop and advise Council on policy and annual priorities relating to the arts - Act as a body for marketing; fostering understanding and appreciation of the positive role that the arts have in supporting the development of cultural opportunities - Encourage community involvement and networks and promote participation in the arts - Make recommendations to Council regarding acquisitions for the Moreland Art Collection - Provide a structure through which the views and interests of the Moreland community can be articulated for the attention of Council and its staff. - Contribute to any future review of Council’s involvement in facilitating the arts in Moreland that may occur
<p>Membership</p>	<p>Membership of the committee shall include:</p> <ul style="list-style-type: none"> • Up to two (2) Councillors nominated at the annual Ceremonial Meeting • Up to nine (9) community members who either live, work or study in the City of Moreland • A representative from the organisation contracted to manage the Brunswick Mechanics Institute <p>All Members will be required to adopt these Terms of Reference.</p> <p>All Members will be inducted into their roles and responsibilities and may be provided with training and development opportunities that will enable them to perform their role on the Moreland Arts Board. Training is optional and will be provided at no cost.</p>

<p>Roles, Responsibilities and Accountabilities</p>	<p>The Moreland Arts Board is accountable to Moreland City Council whose role is to support it.</p> <p>Members The members will contribute to the discussions of the Board in an unbiased and respectful manner. They will be informed regarding key issues related to the arts in the municipality and consider all stakeholders when advocating for specific initiatives.</p> <p>In preparation for Moreland Arts Board meetings, members should read any materials provided by the Convener and, where possible, consult with their networks and peers on the agenda topics.</p> <p>Convener The Convener provides a coordination role for the Moreland Arts Board including setting the agenda, communication between Council and Moreland Arts Board members on scheduling, minutes and reports, Councillor briefings.</p> <p>The Convener manages the Moreland Arts Board effectiveness including introducing relevant information and opportunities, Moreland Arts Board induction and dispute resolution process.</p> <p>Councillors The Councillor responsible for the Arts chairs the Moreland Arts Board, ensuring meetings are fair and effective.</p> <p>Councillor participation is to objectively hear and understand community views and to work with the Convener to bring Moreland Arts Board views and recommendations to Council to inform decision making. Councillors may also bring Council’s decisions to the Moreland Arts Board.</p>
<p>Reporting requirements</p>	<p>Minutes will be taken by the Unit Manager Arts and Culture and are distributed to members (within two weeks of the meeting) and lodged with Council.</p> <p>Assembly of Councillors record are filed within one business day.</p> <p>Input, feedback and recommendations from the Moreland Arts Board will inform reports to Council in order to inform Council planning and decision making.</p>
<p>Meetings</p>	<p>Meetings will be held at least quarterly at a time agreeable to the majority of members.</p> <p>Date, time and location of meetings will be scheduled in advance and agendas circulated at least one week prior to each meeting.</p> <p>At the commencement of each meeting, members will be asked whether they need to make a declaration of Conflict of Interest. Where members have a conflict, they will be either asked to abstain from the relevant discussion or leave the meeting during that discussion depending on the conflict.</p> <p>Where members are unable to attend a meeting, an apology should be forwarded to Convener prior to the meeting.</p>

	The Committee may call special meetings or set up working groups to progress plans between meetings.
Term of involvement	Membership begins in October 2017 for terms of four years through to September 2021
Board Membership Assessment Criteria	<p>In determining Board membership, Council will aim to achieve a balance in the composition of the Board. The following factors will be taken into consideration:</p> <ul style="list-style-type: none"> • The Board needs to incorporate skills, contacts and experience in the arts industry, marketing, corporate and entrepreneurial sector and government arts funding arena • The Board needs to be representative of the Moreland community on issues relating to arts activity • Board members need to have an appreciation of the Moreland community, and the range of social, economic and cultural issues that impact upon the community • The Board needs to be representative with regard to age, gender, ethnicity and geography.