



## **Terms of Reference**

### **Art Gallery Special Purpose Advisory Committee**

#### **1. Name**

The name shall be the Art Gallery Special Purpose Advisory Committee.

#### **2. Mandate**

The Grimsby Public Art Gallery is governed through the input and expertise of a Special Purpose Advisory Committee. The Art Gallery Special Purpose Advisory Committee is solely dedicated and responsible to the Grimsby Public Art Gallery. Advisory Committee members are volunteers who ensure public representation and provide guidance and advice on the operations of the Gallery, the “collection”, and programs. Advisory Committee members contribute to the development of policy and participate in membership, fundraising and volunteer development. The Art Gallery Advisory Committee shall be a Special Purpose Advisory Committee to Grimsby Town Council, providing information and advice while setting priorities for the Art Gallery.

#### **3. Purpose**

- a) Develop and advise on Gallery policies, procedures, and strategic planning.
- b) Develop, maintain and advise on issues and policies pertaining to the “collection” and programs of the Grimsby Public Art Gallery.
- c) Assist with advocacy, promotion, implementation, and enhancement of Gallery programs, events and services.
- d) Assist with planning and developing fundraising initiatives to sustain and enhance the Art Gallery and its “collections” and “exhibitions”.
- e) Provide a community link to business associations, residents, and schools in an effort to develop partnerships, awareness, and participation.
- f) Advise on best practices and opportunities to advance the Gallery’s programs and services including operations.
- g) Advise on matters pertaining to the Gallery’s purpose and operations.
- h) Make recommendations for subsidies and grants that ensure the viability of the Gallery.

- i) In collaboration with Gallery staff, the Committee will participate in the development and presentation of an annual report of the Gallery's activities and financial statements.
- j) The Committee will witness and sign year-end financial statements.

#### **4. Authority**

- a) The Committee is not authorized to incur any indebtedness or long-term obligation. The Committee is not authorized to sign any agreements on behalf of the Town of Grimsby.
- b) The finances of the Art Gallery shall be managed by the Art Gallery Manager/Curator. The Treasurer of the Town of Grimsby shall be the financial administrator for the Art Gallery. Financial tracking is maintained through established policies and procedures including the Art Gallery operating budget and financial statements which are shared separately on the Town of Grimsby website; specified GLs for all revenue and expense tracking, quarterly reviews between Finance staff and the Art Gallery Manager/Curator, and an annual review engagement conducted by a chartered accountant.
- c) The Treasurer of the Town of Grimsby shall account separately for all donations to the Art Gallery and shall apply those funds to the betterment of the Art Gallery. The Corporation of the Town of Grimsby shall provide donation receipts as requested. Art Gallery grants, subsidies and donations shall only be applied to Gallery activities and shall not support other Town programs.

#### **5. Composition and Term**

The Advisory Committee consists of its members and includes two elected positions: a Chair and a Secretary. An appointment or reappointment of a volunteer Committee member is for a two-year term.

- 1. A volunteer Committee member may serve for up to six consecutive years on the Committee.
- 2. Minimum membership: 3
- 3. Maximum membership: 8
- 4. Up to 2 Council members appointed by the Town of Grimsby
- 5. Each member will declare conflicts of interest should they arise.
- 6. Members will reflect the communities the Gallery serves, with priority membership to Grimsby residents, IBPOC and other marginalized individuals, and at least one member of Council appointed by the Town of Grimsby.
- 7. The Grimsby Public Art Gallery actively seeks diverse representation from all sectors of its community.
- 8. Membership vacancies are publicly advertised in a manner that encourages and welcomes a plurality of voices.
- 9. Members missing three consecutive meetings may be asked to resign.

10. Members of the Committee shall serve without remuneration.
11. Leaves of absence may be accepted by the Committee upon request. Those seeking such a leave must request a return to membership. Under a leave of absence, the member will not be party to Committee communication or business until their return.

## **6. Roles and Responsibilities**

### **a) Chair**

- Term: 2 years.
- Elected by nomination at end of previous Chair's term or upon resignation. Re-nomination is permissible. Vote is held by secret ballot.
- Generate the agenda in consultation with Gallery staff and Committee members.
- Conduct the meetings.
- The Chair will not make motions and vote only in the event of a tie.

### **b) Secretary**

- Term: 2 years.
- Elected by nomination at the end of the previous Secretary's term or upon resignation. Re-nomination is permissible. Vote is held by open ballot. Support may be provided by the Town's Clerks Department.
- Record minutes of each meeting
- Read previous minutes at each meeting

### **c) Members**

- Term: 2 years.
- Accepted by nomination and public advertisement for applicants. Each application is reviewed by the Committee and offers are extended based on need.
- Attend meetings and Gallery events.
- Maintain the functions and responsibilities of the Committee as outlined under the Purposes section.

## **7. Meetings**

- The Committee will meet a minimum of three times a year.
- Minutes of the Committee shall be received by Council through the Community Services Standing Committee.

## **8. Conflict of Interest**

Members are expected to follow the Municipal Conflict of Interest Act, R.S.O. 1990, c. M. 50, as amended, and to undertake their responsibilities on an impartial and objective basis. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest expect in common with residents of the municipality.

## **9. Code of Conduct**

Art Gallery Special Purpose Advisory Committee members are required to act in accordance with the Town of Grimsby's Procedural By-law, Code of Conduct, Municipal Conflict of Interests Act, and any other application legislation or policies and procedures established by the Town of Grimsby.

## **10. Review:**

- Terms of Reference are reviewed bi-annually through the Committee.