

Darebin Arts Ambassadors Reference Group

Terms of Reference

Adopted 6 May 2013

Background

In April 2013 Council endorsed the establishment of the Darebin Arts Ambassadors Reference Group to advise Council on any matters relating to the arts in Darebin as well as support Council in the development of the Arts Strategy 2014-2020 and provide feedback, support and guidance for the life of the strategy.

Terms of Reference

The purpose of the Darebin Arts Ambassadors Reference Group is to:

- Advise Council on any matters relating to the arts and community in Darebin.
- Support Council in the development of the Arts Strategy 2014-2020 and provide feedback, support and guidance for the life of the strategy.
- Guide Council on best practice arts and community cultural development.
- Provide support and guidance on Council's arts programs, festivals and projects.
- To provide an avenue of community consultation regarding policy, strategies and matters pertaining to the Arts in Darebin.

Length of Term and Meeting Details

- Ten community members are appointed for a two year period with half of the positions (5) being advertised each year to ensure continuity.
- In special circumstance members may be appointed for a one year period, at the discretion of Council but the standard length of term is to be two years.
- Membership will be reviewed yearly or as required and will be appointed by Council.
- The committee is to meet three times a year.
- Members are required to attend two of three meetings per year.
- Meeting dates and times to be set by the Reference Group at start of each financial year (July - August) and can be changed by a majority vote of the committee.
- Meetings to be held at the Preston municipal offices with occasional meetings being held at the Northcote Town Hall.
- If at the end of a 12 month term any Darebin Arts Ambassadors has attended less than two of three meetings in that period, that member will be retired.
- Former members may reapply for membership.
- Councillor representation will be reviewed yearly or as required and will be appointed by Council.

Selection Criteria for Membership

Darebin Arts Ambassadors will be selected based on:

- Demonstrated knowledge of and commitment to Arts and Cultural Development.
- Understanding and interest in local government issues.
- A broad representation of the Darebin community will be sought – based on balance of gender, age range and cultural diversity.
- A broad representation of art forms including professional and amateur.

- Preference given to applicants not currently members of any other Council Advisory Committee.

Selection Process

Membership selection will occur through the following process;

- Advertisements in local media and through Council's website inviting applications from interested community members.
- Written applications will be assessed by a selection panel consisting of two Council Officers and nominated Councillors.
- Membership will be confirmed by Council resolution.
- If the membership is not filled through advertising process, Darebin Arts Ambassadors Reference Group will target potential members. If applications through this process out number positions the selection panel will determine membership.

Members' Roles and Responsibilities

- Members will also be asked to provide input to Arts and Cultural strategies and plans and to make submissions on other Council strategy documents.
- Members are encouraged to undertake and/or participate in voluntary Arts and Cultural projects that are relevant.
- Darebin Arts Ambassadors Reference Group is not a decision-making body. Council receives submissions from a wide range of stakeholders and all submissions are considered through the same processes.

Reporting and Review

- Council will be required to approve any changes to the Darebin Arts Ambassadors Reference Group Terms of Reference.
- A quorum of members may propose changes to the Darebin Arts Ambassadors Terms of Reference however Council will be required to approve the proposed changes.
- The first meeting of each financial year will include review of the Terms of Reference.

Method of Resignation

- Members will automatically resign after their membership period.
- As per above, retiring members are eligible for re-appointment.
- If a member retires during the course of their term invitations will be sent out to those people who registered interest in being members in the most recent call for members.
- If the time of the resignation aligns with the yearly membership process (June - July) the additional vacant membership position will be filled through this process.