

## **UAMA Terms of Reference**

### **(Revised September 2018)**

#### **Vision**

Australian university art museums are leading and dynamic contributors to the intellectual and cultural life of the nation. In contributing to the academic and cultural sectors, they demonstrate best practice in visual arts, museum and curatorial research, production and community engagement. As complex discourses published in visual form, UAMA's exhibitions advance university research and engagement agendas.

#### **Terms of Reference**

University Art Museums Australia is an affiliated group of art museum professionals who each have direct responsibility for an Australian university art museum.

The Group will comprise directors or equivalent museum professionals from university art museums which conduct a public program of changing exhibitions in a professional art museum and which are also responsible for and/or exhibit a University art collection.

University art museums develop and deliver aspects of the university's teaching, research and community engagement objectives.

UAMA member museums will have regular opening hours which are accessible to the general public and are promoted accordingly. The museum will be eligible for cultural gifts register status under the federal cultural gifts program and will have clearly defined governance and recognised corporate policies.

UAMA member museums will produce exhibitions and publications from primary research into visual arts culture and practice, history and innovation.

#### **Objectives**

The agreed objectives of University Art Museums Australia are:

- Research, promote and advocate on behalf of the Australian university art museum sector.
- Lead an exchange of ideas, information, exhibitions and staff, and facilitate occasional seminars, conferences and forums that develop and promote the university art museum sector and build strategic links with individuals and organisations.
- Develop and demonstrate best practice/professional standards for the sector.
- Contribute to the public understanding of the significance of university art museums to the broader Australian museums sector.
- Consider the broader political, economic, theoretical and professional contexts in which the group functions and improve and protect those contexts (advocacy and leadership).
- Explore opportunities that may arise that meet the objectives of UAMA and its members.

- Membership will constitute the director, or the equivalent museum professional, from Australian university art museums which meet the requirements of the Group's Terms of Reference.
- University's that have more than one university art museum will be represented by no more than one museum director.
- An annual subscription, determined by members, will be payable to the Group. The annual subscription will assist the Group to deliver its objectives.
- University Art Museums Australia directors or equivalent museum professionals may be invited to make an application to the Group for membership, and their acceptance will be subject to the Group's endorsement.

### **Governance**

The Group will appoint a Chair for a term of two years. Meetings will be hosted on a rotating basis by institutions within the Group; the Chair is not necessarily the host. Prior to the end of the appointed period the Group will call for nominations for a replacement Chair. Electronic records will be transferred at the end of each term to the office of the new Chair.

The Chair will be responsible for:

- Calling and running meetings
- Calling for agenda items, formulating agendas and delivering minutes and associated documents
- Progressing items for action between meetings
- Acting as representative and spokesperson for the Group for the duration of the term.

The Chair will appoint an Administrative Officer to assist with responsibilities: producing agendas, taking minutes, setting meeting dates, facilitating communications and other duties as required.

The Chair's university will provide infrastructure support for the Administrative Officer (office space, computer, etc).

Meetings will be held twice per calendar year to coincide where possible with a major event in the host city.

The Treasurer will remain at a fixed institution.

### **Financials**

The Group will revise membership fees annually. Funding will be allocated to special projects - for example, advocacy, research projects, website development.

UAMA will fund the Administrative Officer appointed by the Chair for 26 days per annum at HEG Level 4, plus cover travel costs to attend meetings.

### **Election of UAMA Chair**

Election of the UAMA Chair shall be held every two years in conjunction with the biannual UAMA

conference held September/October in even years.

A person nominated to the position must have been a member of UAMA for a minimum of 18 months and have attended at least two conferences.

Calls for nomination will be sent out 28 days ahead of the conference.

All nominations will be sent to the Executive Officer and be received 14 days ahead of the conference.

If there is more than one nomination the Executive Officer shall communicate the names of the candidates to the membership and call for a vote, with all votes to be cast within five days.

To ensure anonymity, members vote by return email directly and confidentially to the Executive Officer and a nominated third party 'presiding officer' at least 48 hours ahead of UAMA conference.

The candidate with the largest number of votes – first past the post – shall be declared the winning candidate and announced during the conference under Items for Discussion and Decision.

Incumbent Chair can serve up to [2] two-year terms in the role.