

QVMAG Museum Governance Advisory Board Terms of Reference

The Museum Governance Advisory Board (MGAB) is a Special Committee of Council as defined under section 24(1) of the *Local Government Act 1993* (Tas).

Consistent with the QVMAG's status as a community cultural enterprise and its stated mission to be a leader in the intellectual and creative development of Launceston and Tasmania by increasing the community's enjoyment and understanding of Launceston's, and Tasmania's natural and cultural heritage, the MGAB has the role, to advise the Council, the Chief Executive Officer (CEO), and the General Manager Creative Arts and Cultural Services (QVMAG GM) in respect of a number of matters as set out below in the Terms of Reference.

The MGAB is directly accountable to the Council, which is the QVMAG's ultimate governing body. Nothing in this Terms of Reference limits any powers or responsibilities of the Council, its CEO or the QVMAG GM. It is recognised that the Council is ultimately responsible for the management of the QVMAG's collections and cultural property as is provided for by sections 332 and 333 of the *Local Government Act 1993* (Tas).

PURPOSE

The primary purpose of the MGAB is to:

- advise on the determination of QVMAG policies
- advise on strategic planning
- engage with management of QVMAG's annual business/enterprise planning
- review the recommendations in relation to proposed QVMAG collections acquisitions and de-accessions
- be advised on QVMAG's annual programming, marketing and promotion issues where appropriate.

OBJECTIVES

The MGAB shall be an advisory body tasked with the role of advising the Council on governance issues, policy development, acquisitions and supporting the QVMAG's operational activities. In doing so, the MGAB will work closely and in accord with the QVMAG GM.

The MGAB's primary role is to advise the Council on policy matters and the ongoing development of the institution. Consistent with this the MGAB will advise upon and report to Council following each committee meeting and at other times if appropriate. Such advice may include matters related to:

1. Informing the Council of relevant outcomes and discussions at committee meetings;
2. Advising the Council on the institution's purpose for being and institutional objectives and goals as an integral part of the QVMAG's strategic planning processes;
3. Providing advice on the *QVMAG Strategic Plan*;
4. Providing advice on QVMAG acquisitions to ensure what is being proposed, acquisitioned or deaccessioned, is suitable, appropriate and aligns with the strategic objectives of QVMAG.

5. Supporting the institution and specifically assisting with facilitating higher levels of engagement with the community;
6. Advising upon the institution's quality assurance mechanisms where appropriate;
7. The review and implementation of museum processes and practices relevant to current best practice in museum practice and research relevant to the institution's collections;
8. Providing an advocacy body for QVMAG in support of the institution's aims and objectives, including developing institutional relationships and sponsorships, and where appropriate representing the institution in the wider community; and
9. Supporting the QVMAG General Manager in the delivery of the institution's exhibition, research and publication programs and their outcomes.

MEMBERSHIP

The Museum Governance Advisory Board will consist of the following positions:

- at least four independent community members appointed by the Council to represent appropriate expertise and experience relevant to QVMAG
- a representative of the Friends of the QVMAG – ex officio with voting rights
- a representative of the QVMAG Arts Foundation Inc. – ex officio with voting rights
- a representative of the QVMAG Aboriginal Reference Group – ex officio with voting rights
- Mayor of the Council (or representative) – ex officio with voting rights
- CEO of the Council (or representative) - ex officio without voting rights
- QVMAG GM - ex officio without voting rights

The community members will be appointed by the Council. Representation from other organisations affiliated with QVMAG may be invited as required. The final composition of the Board to be determined and ratified by the Council.

The MGAB shall itself elect a Chair determined from within the independent membership of the Committee.

The QVMAG GM or his/her nominee will provide secretariat and administrative support for the MGAB.

COMMUNITY MEMBER REPRESENTATIVE SELECTION PROCESS

Community member representatives will be appointed in keeping with Council's Community Appointments to Advisory Committees Policy.

TERMS OF APPOINTMENT

- The term of the community members of the MGAB shall normally be four years, with a maximum of two terms to be served consecutively.
- Variations to this rule can be approved by the Council who shall have regard to such recommendations as may be made by the MGAB.
- Any member may resign by advising the Chair of their resignation in writing.
- If a Committee member is absent without notification for two consecutive meetings, the Committee may declare the position vacant. When a vacancy occurs, the Chair is to report this to the Chief Executive Officer, who will determine the process for filling the vacancy.
- Members are not remunerated for their service to the MGAB.

- The MGAB shall review its Terms of Reference and performance every four years in line with the election cycle, or more frequently as required, and report to the Council on the results of the review as part of the minutes process.
- Meetings of the MGAB should be conducted in accordance with the *Local Government (Meeting Procedures) Regulations 2015* in so far as they are relevant.
- Members of the MGAB should have regard to the provisions of the *Local Government Act 1993* (Tas) in so far as they relate to obligations placed upon members of special committees.

MEETING ARRANGEMENTS

The MGAB shall meet at least every two months, or as determined by the MGAB. Meetings shall not be open to the public except where determined by resolution of a meeting of the MGAB.

MEETING QUORUM

A quorum shall be over 50% of the voting members of the MGAB, present in person or by using any appropriate technology. The quorum must be present at all times during the meeting.

MEETING NOTICES

The QVMAG GM or their nominee shall act as the MGAB Secretary and shall ensure that any upcoming agenda and support papers are distributed via email at least five clear working days in advance of a meeting.

The MGAB shall ensure that comprehensive minutes of the MGAB meetings to be approved by the Chair, are prepared within one week after a meeting. Minutes of all meetings shall be submitted at the next meeting of the MGAB for confirmation.

Following each meeting, the summary of the Meeting will be reported to Council via the Committee reporting process included in the Council Agenda.

CODE OF CONDUCT

All MGAB members must adhere to the Code of Conduct for Committees. Councillors and Council Officers must also adhere to their own relevant Code of Conduct.

ORGANISATIONAL VALUES



CONFLICT OF INTEREST

MGAB will maintain an interests register where all members declare ongoing commitments and financial relationships that may lead to perceived or actual conflicts of interest.

When a member has an actual or perceived conflict of interest for an item on the agenda (including acquisitions) they will declare it and abstain from voting on that item.

If the MGAB agrees that it is appropriate, a member can be asked to leave the room for the discussion and voting pertaining to an item in which they have declared a conflict.

If any MGAB member has a material personal interest in or interest by way of a personal or other relationship to any matter being considered by the MGAB then that member must give the MGAB and the Council notice of the interest as soon as that member becomes aware of the interest.

An opportunity for declarations of interest to be made will be provided at each committee meeting. Independent members will be supported to make declarations of interest in accordance with relevant City of Launceston policy and procedure.

RESOURCES

The Executive Assistant, Creative Arts and Cultural Services will organise meetings, prepare agendas, take minutes and distribute follow-up actions.

WORKING WITH VULNERABLE PEOPLE

Members of the MGAB are not required to hold a valid Working With Vulnerable People registration.

REVIEW

The Terms of Reference including membership will be reviewed every four years in line with the election cycle, or more frequently as required, and report to the Council on the results of the review as part of the minutes process.

RELATED POLICIES AND PROCEDURES

Code of Conduct For Members of Special Committees (14-Plx-033)

Code of Conduct Policy (22-PI-030)

Community Appointments to Advisory Committees Policy (14-Plx-029)

RELATED LEGISLATION

Local Government Act 1993 (Tas) - section 28R

Code of Conduct Framework for Tasmanian Councillors

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