

## Art Board Terms of Reference

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### **Purpose:**

The role of the Murdoch University Art Board is to oversee the Murdoch University Art Collection.

### **Audience:**

Staff, Students, public

### **Definitions:**

*Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.*

There are no terms.

## **TERMS OF REFERENCE**

1. To approve the strategy for the Murdoch University Art Collection.
2. To develop, review and implement policies in relation to artwork regarding:
  - 2.1. Acquisitions
  - 2.2. Donations
  - 2.3. Loans
  - 2.4. Exhibitions
  - 2.5. Care, maintenance and management of the Art Collection
  - 2.6. Display
3. To monitor the management of funds allocated to the Art Collection for acquisitions and maintenance.
4. To advise and approve acquisitions as follows:
  - 4.1. The Art Curator has authority to purchase artwork at a price of up to the value of \$10,000.00 (AUD) plus GST without prior Art Board endorsement.
    - 4.1.1. If an artwork is purchased via auction, the Art Curator's maximum bid will not exceed \$10,000.00 (AUD). The GST and buyer's premium is additional to this amount.

- 4.1.2. Upon purchasing an artwork within this range, the Art Curator will write and submit a report to the Art Board that supports the purchase by citing relevant supporting guidelines detailed in this document.
- 4.2. The Art Curator has authority to purchase artwork with a price of more than \$10,000.00 plus GST following Art Board approval.
  - 4.2.1. If an artwork is purchased via auction, the Art Curator will recommend a maximum bid, which will be approved by the Art Board. The GST and buyer's premium is additional to this amount.
  - 4.2.2. Before purchasing an artwork within this range, the Art Curator will write and submit a report to the Art Board that supports the recommendation to purchase by citing relevant supporting guidelines detailed in this document.
- 4.3. Note: The Art Curator may tentatively secure works without Art Board approval, provided that no commitment to purchase is made.
- 5. To advise the Art Curator's line manager of issues relating to the monitoring and management of the position of Art Curator, the Art Collection, and the management of the Art Collection.
- 6. **Accountability**  
 The Art Board is an advisory committee which reports to the Vice Chancellor of Murdoch University.
- 7. **Membership and Composition**  
 Art Board members are:
  - 7.1. Appointed by the Vice Chancellor following recommendation from the Art Board:
    - a) Chair (from the external arts community)
    - b) Up to seven (7) external community representatives (of which at least two must have some relevant connection to the visual arts sector). The Vice Chancellor may appoint a member of Senate in this category.
  - 7.2. Ex-Officio:
    - a) Vice Chancellor or nominee
    - b) Art Curator
  - 7.3. Co-opted by the Art Board:
    - a) A Deputy Chair appointed by the Vice Chancellor from amongst the Art Board's external membership.
    - b) Up to two (2) members from amongst the University's staff and students.
- 8. **Terms of Office**
  - 8.1. Chair's Term

The Art Board will appoint the Chair for a three-year term with options to renew this term for additional three-year periods.

8.2. **Art Board Members Term**

Members are appointed by the Vice Chancellor for a three-year term with the option to renew this term for additional three-year periods.

9. **Acting Chair**

To cover any absence, the Chair will nominate an Acting Chair. This will usually be the Deputy Chair.

10. **Committee Secretary**

The Secretary to the Committee is the Art Curator.

11. **Quorum**

A quorum consists of four (4) members. The Art Curator will be in attendance at every meeting.

12. **Meeting Frequency**

12.1. The Art Board shall normally meet quarterly unless the Chair or Art Curator deems that there is insufficient business to justify a particular quarterly meeting.

12.2. The Chair or Art Curator may convene a special meeting on her/his own initiative or at the request of at least two of the other members. All members must receive at least 24 hours' notice prior to a special meeting.

13. **Standing Orders**

13.1. Decisions are reached by consensus or by vote. If required the Chair has the casting vote. The decision of the Chair is final in all matters of procedure and order.

13.2. If a member anticipates being absent for 2 or more consecutive quarterly meetings, they shall apply for leave of absence.

13.3. Agendas and minutes are retained and all decisions recorded. Action sheets and minutes are ratified by the Art Board at subsequent meetings and are retained on file by Central Records.

13.4. Following approval by the Chair, agendas are circulated to all members at least 24 hours prior to the next meeting and action sheets or minutes prior to the following meeting.

13.5. All matters regarding the management, acquisition strategies and expenditure of the Art Collection remain confidential information.

13.6. Monies relating to the Collection are held in a University account managed by the Art Curator's line manager. An overview of expenditure/budget will be provided at each meeting.

**Related Documents:**

There are no related documents.

**References:**

There are no references.

**Approval and Implementation:**

<b>Approval Authority:</b>	Art Board
<b>Responsible Officer(s):</b>	Art Curator
<b>Contact Officer:</b>	Art Curator

**Revision History:**

<b>Approved/ Amended/ Rescinded</b>	<b>Date Approved</b>	<b>Effective Date</b>	<b>Next Review Date</b>	<b>Resolution No. (if applicable)</b>
Administrative change	07/11/2018		23/11/2020	
Approved	23/11/2017	23/11/2017	23/11/2020	