



## **ARTS ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

The Terms of Reference for the Arts Advisory Committee are:

- to promote arts and cultural development within the Holroyd area
- to support the implementation of the Holroyd Cultural Plan
- to provide information and advice to Council on arts and cultural issues
- to ensure there is fair representation of arts interests in community consultations
- to raise awareness of how arts and cultural development can work together

### **GUIDELINES**

1. The Committee will consist of up to twelve community members and two Councillors.

The Arts Advisory Committee aims to include representatives of local arts groups and artists, local history groups and museums.

All Councillors are invited to attend Committee meetings.

2. The term of office for committee members will be two years, and members are welcome to re-nominate for further terms.
3. Nominations will be received in writing on a completed nomination form, and will be reported to Council for confirmation.
4. Casual vacancies can be filled at any time following receipt of a completed nomination form and confirmation by Council.
5. Council's Cultural Officers will attend meetings as resource persons.

6. The Committee will meet quarterly and make recommendations to Council where appropriate.
7. Sub-committees or working parties will be formed as necessary to address specific issues or activities and will report to each Committee meeting.
8. The Committee will be chaired on a rotating basis with nominations being taken from the floor prior to each meeting.
9. Minutes will be taken for all Committee and Sub-committee meetings and distributed to all committee members, Councillors and relevant Council Officers. A copy of the minutes will also be placed on relevant Council files.
10. Voting is open to all committee members and decisions will be by majority vote.
11. A quorum will be half plus one of current committee members. Members who do not attend two consecutive meetings without tendering apologies will not be considered as a current member.
12. At a meeting where a quorum is not present, the meeting can proceed with recommendations for decisions being carried forward to subsequent meetings where a quorum is present.
13. Topics for the agenda should be forwarded to Council's Cultural Officers no later than three weeks prior to the next meeting date.
14. A copy of the agenda will be distributed to all members one week prior to the next meeting.
15. The two Councillors appointed to the Committee have voting rights, however all Councillors are invited to attend Committee meetings, to gain information and contribute to the meeting.
16. Recommendations for amendments to the Terms of Reference/Guidelines can be made at any time provided that suggested changes are noted on the agenda (as per guidelines), a quorum is present at the meeting, and two-thirds of those present support the recommendation. Amendments to Terms of Reference must be approved by Council.