

Complete Policy Title:  
**McMaster Museum of Art Advisory  
Committee – Terms of Reference**

Approved by:  
**Senate  
Board of Governors**

Policy Number (if applicable):

Date of Most Recent Approval:]  
**June 2, 2010  
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Responsible Executive:  
**Provost and Vice-President  
(Academic)**

Enquiries:  
[University Secretariat](#)

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## **Our Mission**

The McMaster Museum of Art (MMA) serves as a cultural hub for the University campus and the region through dynamic and multi-disciplinary exhibitions and programs, scholarly interpretation and preservation of collections, and innovative practices in museology.

## **Our Vision**

Our vision is to contribute to the international distinction of McMaster University by stimulating critical thinking, creating an environment for engaged dialogue, and inspiring creativity through the experience of the arts.

## **Composition of the Advisory Committee**

The MMA Advisory Committee shall consist of not fewer than 8 and no more than 12 members, to be recommended by the Nominating Sub-Committee with the subsequent approval of the membership of the Advisory Committee. Following Committee approval, nominated members will be presented by the President of McMaster University, for approval by the Senate, in the case of faculty members and, by the Board of Governors, in the case of community members.

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In addition, the President, Provost, Vice-President (Administration) and Dean of Humanities (or his or her designate), shall be ex officio voting members of the Advisory Committee.

### **Membership**

The objective is to find a mix of persons who will bring an interest in the visual arts and have access to community networks in order to support the goals of the MMA and to reinforce the importance of the role of the MMA as a campus and public art museum.

#### Member categories include:

1. A Chair
2. 4 – 6 McMaster University faculty members
3. 3 – 5 local or regional community members

#### Ex Officio:

1. McMaster University President
2. Provost
3. Vice-President (Administration)
4. Dean of Humanities (or designate)

### **Terms of Office and Vacancies**

The term of office of the appointed members shall normally be three years, renewable for one additional term or, if appropriate, for one or two years. A term runs from July 1<sup>st</sup> through June 30<sup>th</sup>. The members shall retire in rotation and one-third of the appointed members shall retire from office in each year, but shall be eligible for re-appointment. Consecutive years of service shall not normally exceed six years.

Any member of the Advisory Committee, with the exception of the ex-officio members, who misses two consecutive meetings of the Committee in any given academic year may be deemed inactive by the Chair and his or her membership terminated. Members on research leave may suspend their participation for the relevant year, in which case a temporary substitute member may be invited to participate on the Committee in their absence.

The Nominating Sub-Committee--made up of the Provost (or designate), the Chair of the Advisory Committee, and two additional members of the Advisory Committee (one from the faculty group and one from the community group), shall, no later than June 30<sup>th</sup> each year, (i) review the membership of the Committee in light of any vacancies and the

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retirements in that year; and (ii) prepare nominations for presentation to the members of the Advisory Committee at their Fall meeting.

### **Chair**

There shall be a Chair of the Advisory Committee, who shall be a voting member thereof, to be named by the President on the advice of the Provost.

1. The Chair will be appointed by the Advisory Committee at the Fall meeting. The Chair's term shall normally be three years, renewable for one additional term or, if appropriate, for one or two years. A term runs from July 1<sup>st</sup> through June 30<sup>th</sup>.
2. The Chair shall preside at all meetings.
  - (a) The Chair will be a member, ex officio, of all committees.
  - (b) The Chair will co-sign, with the Director/Chief Curator, all applications for outside funding.

In preparation for meetings of the Advisory Committee, the Chair of the Advisory Committee and the Director/Chief Curator of the MMA shall normally meet on a quarterly basis to review, gather information about, and ensure coordination with the activities of the MMA.

### **Assessors**

The Director/Chief Curator of the MMA, the Senior Curator and such other curators or staff as may serve the MMA from time to time, shall be assessors to the Advisory Committee when appropriate. Assessors are arts professionals whose expertise can be of assistance to the Advisory Committee with respect to various issues brought before the Committee for consideration.

### **Director/Chief Curator**

The Director/Chief Curator shall be appointed by the Provost based on the advice of a search committee, which is established by the Provost and which includes the Chair of the Advisory Committee (or designate). The Provost shall undertake normal supervisory administrative responsibilities with respect to the Director/Chief Curator, including performance reviews, salary determination, expense report authorizations and the implementation of applicable University policies and procedures. The Director/Chief Curator shall be responsible for the strategic planning, programming, financial management and staffing of the MMA.

The Director/Chief Curator shall supervise the work of the Senior Curator (TMG) and all other MMA staff (CAW). Subject to the prior approval of the Provost and in accordance with applicable University policies and procedures, the Director/Chief Curator will engage, determine the duties of, and dismiss members of the staff of the MMA.

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### **Honorary Appointments**

The Committee may from time to time appoint deserving individuals to be Honorary Members, Patrons or staff of the MMA.

### **Remuneration and Expenses**

The Committee members shall serve without remuneration for the performance of their duties as such but may be reimbursed for expenses reasonably and actually incurred in the course of the execution of their duties.

### **Responsibilities of the Advisory Committee**

Within the general policies of McMaster University, the MMA Advisory Committee:

- (a) Advises, reviews and endorses those policies recommended by the Director/Chief Curator of the MMA on such matters as funding, programming, and collecting; and
- (b) Makes recommendations regarding the MMA for approval by the University as required.

The purpose of the Advisory Committee is:

1. To advise and support the Director/Chief Curator and staff with respect to the implementation of programs and services in accordance with the MMA's mission and mandate;
2. To advocate for the MMA within McMaster University and within the local, regional and national communities, and to make representations and recommendations as required;
3. To offer leadership in the MMA's endeavours, and to help ensure the advancement of the MMA by having the necessary personnel, funding, and other resources necessary to fulfill its mandate;
4. To advise on, provide leadership with respect to, and assist in the fundraising efforts of the MMA in accordance with the relevant McMaster University policies and procedures; and
5. To consider such other matters as may be directed to it by the Director/Chief Curator or Provost from time to time.

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## **Procedures, Quorum and Committees**

The Advisory Committee shall meet at the call of the Chair, not less than 3 times annually, or more if required. A quorum of the Committee shall be a majority of its members, excluding the ex-officio members. The Committee may establish sub-committees to study, recommend upon or discharge specific functions and to review the implementation of policies on behalf of the Advisory Committee. The Committee may determine the rules and procedures to regulate the exercise of its powers and the discharge of its duties and the calling and conduct of its meetings and those of sub-committees appointed by it, including the quorum of any such sub-committee. The Committee may appoint to any sub-committee persons who are not members of the Committee, provided that the Chair and a majority of the members of each sub-committee shall be members of the Committee and that the quorum for the transaction of business at a meeting of any sub-committee shall include a member of the Advisory Committee.

### Sub-Committees:

- (a) Acquisitions Sub-Committee. The Advisory Committee will confirm the appointment of an Acquisitions Sub-Committee. The Acquisitions Sub-Committee is charged with advising on the acquisition of – through purchase or donation – works of art for the Permanent Collection. The membership of the Acquisitions Sub-Committee shall consist of the Chair of the Advisory Committee; the Provost; one additional member of the Advisory Committee; and at least two members drawn from outside the Advisory Committee membership, who should ideally include an artist and an arts administrator. The artist member should be drawn from the School of the Arts. The Museum's Director/Chief Curator, Senior Curator and Collections Administrator will participate as voting members of the Acquisitions Sub-Committee.
- (b) Levy Sub-Committee. The Advisory Committee will confirm the appointment of the Levy Sub-Committee. The Levy Sub-Committee shall approve the annual draw down amount from the H. H. Levy Estate Endowment. The membership of the Levy Sub-Committee shall consist of the Chair of the Advisory Committee; the Vice-President (Administration); one additional member of the Advisory Committee; and at least one additional member drawn from outside the Advisory Committee membership. The Museum's Director/Chief Curator will participate (without vote) on the Committee.
- (c) Nominating Sub-Committee. The Advisory Committee will confirm the appointment of the Nominating Sub-Committee. The Nominating Sub-Committee will assist the Chair of the Advisory Committee and the Director/Chief Curator in developing Advisory Committee membership in accordance with Advisory Committee's Terms of Reference. The membership of the Nominating Sub-Committee shall consist of the Provost (or designate); the Chair of the Advisory Committee; and two additional members of the Advisory Committee (one from the faculty group and one from the community group).

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- (d) The Advisory Committee may appoint other sub-committees as required.
- (e) Members of sub-committees need not be members of the Advisory Committee.

### **Reporting**

The Advisory Committee shall report to the President through the Provost.

### **Fiscal Year**

The fiscal year of the Advisory Committee shall end on the 30<sup>th</sup> day of April in each year.

### **Repeal**

The Terms of Reference of the MMA Administrative Board dated December 8<sup>th</sup>, 1994 are hereby repealed and superseded.