



Art Museum Advisory Panel –Terms of Reference

Division: Parks, Culture & Community Services

1. Purpose

The Art Museum Advisory Panel (AMAP) is a community-based advisory panel that works with District staff on the Art Museum's public programs and services and is established as an advisory panel to staff of the Parks, Culture & Community Services Division to guide short and long-term planning, and to enhance and build community pride through the Art Museum's programs and services.

2. Duties and Responsibilities

The AMAP will:

- a) provide input and advice on strategic planning for the Art Museum;
- b) provide advice on all issues pertaining to the Art Museum's Collections according to the District's established policy and procedures;
- c) assist with the implementation and enhancement of the Art Museum's programs and services;
- d) assist in fundraising initiatives as well as provide a community link to business associations, residents, and schools in an effort to develop partnerships, community awareness and participation;
- e) provide advice regarding best practices for opportunities to advance the Art Museum's programs and services;
- f) review and comment on matters pertaining to the Art Museum's purpose as referred by staff and
- g) ensure the AMAP delivers on its Annual Work Plan.

3. Membership & Qualifications

- a) The AMAP will be comprised of 6-10 members as approved by the Director of Parks, Culture & Community Services. Up to two members may reside outside of West Vancouver to provide a regional perspective on museum/gallery best practices, programming, and/or trends.
- b) Qualifications for individuals seeking membership on the AMAP will include:
 - willingness and ability to commit to a minimum two-year term and attend scheduled meetings;
 - skills and experience related to roles and responsibilities in arts, culture and museum/gallery delivery including program planning, marketing, fund development, facility management, and strategic planning;
 - individuals with:
 - strong community networks and linkages;
 - an ability to represent a broad range of views that reflect the diversity of the community and arts practices in an art museum environment including: arts and culture sector; community and business interests; educational institutions; and Indigenous and cultural communities;
 - good knowledge and understanding of the issues relevant to arts institutions;

- an ability to look beyond personal interests for the benefit of the community and residents of West Vancouver;
 - strong communication skills and the ability to work collaboratively as part of a team; and
 - leadership skills and ability to act as an ambassador.
- c) An appointment or reappointment of a volunteer member is for a two-year term. A volunteer member may serve for up to six consecutive years on the AMAP. Annual terms conclude on December 31.
- d) The AMAP will be presided over by a Chair or Co-Chairs to be elected from among the members. The term of the Chair or Co-Chairs will be for one year.

4. General Terms and Code of Conduct

- a) AMAP members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the AMAP mandate, and be respectful of others' thoughts and opinions.
- b) AMAP members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by the Director of Parks, Culture & Community Services.
- c) AMAP members are not permitted to speak to the media as representatives of the AMAP unless authorized to do so by the Director of Community Relations & Communications.
- d) AMAP members who engage in activities regarding the Art Museum's initiatives, projects, and promotions are expected to maintain a respectful, constructive, and professional tone. All members have a right to be treated with respect, courtesy, fairness, and equality as outlined in the District's Code of Conduct.
- e) All new AMAP members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" as part of their general orientation.

5. Conflict of Interest

A conflict of interest exists where:

- a) a member is a director, member, or employee of an organization seeking a benefit from the District upon which the advisory panel will make a recommendation;
- b) the member has a direct or indirect personal pecuniary interest in the matter which is the subject of the advisory panel's discussions; and/or
- c) the member is involved in a matter that contravenes the conflict of interest guidelines adopted by District of West Vancouver Council from time to time.

Where a conflict of interest exists, the members:

- a) shall be prohibited from participating in any discussion of the matter, voting on a question in respect of the matter, making any representation on the matter to any other member, or attempting to influence a vote;
- b) must declare to the advisory panel that a conflict exists and the nature of the conflict; and
- c) shall obtain the leave of the Chair to leave the meeting during consideration of the matter to which the conflict relates.

The member's declaration of a conflict and their exit from and return to the meeting shall be recorded in the meeting notes.

6. Meetings

Annually, staff and the AMAP will establish a meeting schedule with meetings held monthly or as determined by the needs of the Advisory Panel Work Plan.

7. Annual Work Plan

Staff will develop a set of annual targets and objectives based on the needs of the program and in line with the Terms of Reference.

Approval date: _____ Initials: _____
Director, Parks, Culture & Community Services