# UAMA Terms of Reference

# (Revised March 2023)

**Vision**

Australian university art museums are leading and dynamic contributors to the intellectual and cultural life of the nation. In contributing to the academic and cultural sectors, they demonstrate best practice in visual arts, museum and curatorial research, production, and community engagement. As complex discourses published in visual form, University Art Museums Australia’s exhibitions advance university research and engagement agendas.

On 24 August 2022, the International Council of Museums (ICOM) released the following redefinition of a museum:

“A museum is a not-for-profit, permanent institution in the service of society that researches, collects, conserves, interprets and exhibits tangible and intangible heritage. Open to the public, accessible and inclusive, museums foster diversity and sustainability. They operate and communicate ethically, professionally and with the participation of communities, offering varied experiences for education, enjoyment, reflection, and knowledge sharing.”

# Terms of Reference

University Art Museums Australia (UAMA) is an affiliated group of art museum professionals whom each have direct responsibility for an Australian university art museum.

The Group will comprise directors or equivalent museum professionals from university art museums and institutions who are responsible for the university art collection and conduct a public program of changing exhibitions in a professional art museum or public space.

UAMA member institutions develop and deliver aspects of the university’s teaching, research, and community engagement objectives.

UAMA member institutions will:

1. be eligible for cultural gifts register status under the federal cultural gifts program and will have clearly defined governance and recognised corporate policies;
2. produce exhibitions and publications from primary research into visual arts culture and practice, history and innovation; and
3. have regular opening hours which are accessible to the public and are promoted accordingly, and/or have artwork displayed in publicly accessible areas of their parent institution.

# Objectives

The agreed objectives of University Art Museums Australia are:

* Research, promote and advocate on behalf of the Australian university art museum sector;
* Lead an exchange of ideas, information, exhibitions and staff, and facilitate occasional seminars, conferences and forums that develop and promote the university art museum sector and build strategic links with individuals and organisations;
* Develop and demonstrate best practice/professional standards for the sector;
* Contribute to the public understanding of the significance of university art museums to the broader Australian museums sector;
* Consider the broader political, economic, theoretical and professional contexts in which the group functions and improve and protect those contexts (advocacy and leadership);
* Explore opportunities that may arise that meet the objectives of UAMA and its members;
* Membership will constitute the director, or the equivalent museum professional, from Australian university art museums and institutions which meet the requirements of the Group’s Terms of Reference;
* An annual subscription, determined by members, will be payable to the Group. The annual subscription will assist the Group to deliver its objectives; and
* University Art Museums Australia directors or equivalent museum professionals may be invited to make an application to the Group for membership, and their acceptance will be subject to the Group’s endorsement.

# Governance

The Group will appoint a Chair for a term of two years. Meetings will be hosted on a rotating basis by institutions within the Group; the Chair is not necessarily the host. Prior to the end of the appointed period the Group will call for nominations for a replacement Chair. Electronic records will be transferred at the end of each term to the office of the new Chair.

The Chair will be responsible for:

* Calling and running meetings
* Calling for agenda items, formulating agendas and delivering minutes and associated documents
* Progressing items for action between meetings
* Acting as representative and spokesperson for the Group for the duration of the term.

The Chair will appoint an Administrative Officer to assist with responsibilities: producing agendas, taking minutes, setting meeting dates, facilitating communications and other duties as required.

The Chair’s university will provide infrastructure support for the Administrative Officer (office space, computer, etc).

Meetings will be held twice per calendar year to coincide where possible with a major event in the host city.

The Treasurer will remain at a fixed institution.

# Financials

The Group will revise membership fees annually. Funding will be allocated to special projects - for example, advocacy, research projects, website development.

UAMA will fund the Administrative Officer appointed by the Chair for 26 days per annum at HEG Level 4, plus cover travel costs to attend meetings.

**Election of UAMA Chair**

Election of the UAMA Chair shall be held every two years in conjunction with the biannual UAMA conference.

A person nominated to the position must have been a member of UAMA for a minimum of 18 months and have attended at least two conferences.

Calls for nomination will be sent out 28 days ahead of the conference.

All nominations will be sent to the Executive Officer and be received 14 days ahead of the conference.

If there is more than one nomination the Executive Officer shall communicate the names of the candidates to the membership and call for a vote, with all votes to be cast within five days.

To ensure anonymity, members vote by return email directly and confidentially to the Executive Officer and a nominated third party ‘presiding officer’ at least 48 hours ahead of UAMA conference.

The candidate with the largest number of votes – first past the post – shall be declared the winning candidate and announced during the conference under Items for Discussion and Decision.

Incumbent Chair can serve up to [2] two-year terms in the role.