

Maribyrnong Arts Ambassadors Committee Terms of Reference

1. Definition

- Chairperson means the Councillor as appointed by Council
- Committee means the Maribyrnong Arts Ambassadors Committee
- Ambassador means an individual member or members of the Committee, who are not Councillors or Council Officers
- Council means Maribyrnong City Council
- Councillor means a Councillor of Maribyrnong City Council
- Council Officers means employees of Maribyrnong City Council

2. Role and Responsibilities

The role of an Ambassador is to support Council by providing feedback and considered advice on issues requiring further discussion in meeting the future arts and culture needs of our community. In addition Ambassadors will provide feedback regarding the creation and implementation of various Council policies and strategies. The role of Ambassador is also to support Council as an advocate for the arts, to inform the community, when appropriate, of matters pertaining to the arts and to help disseminate key Council information. Ambassadors will be encouraged to undertake and/or participate in Arts and Cultural projects and attend arts events that are relevant.

The core responsibilities of the Committee are:

- Provide advice on the development, implementation and review of Council's Arts and Cultural policies and strategies, and other policies and strategies that may have an impact on the arts and cultural life in the City
- Assist Council in engaging key stakeholders on issues associated with the Arts and Culture portfolio
- Provide a forum to develop and strengthen partnerships between Council, community, artists, arts organisations and private industry in generating arts and cultural experiences and opportunities in the City
- Provide advice and act as a community reference point for community or cultural infrastructure projects where integrated arts outcomes are intended
- Guide Council on best practice arts, public art and cultural development
- Provide support and guidance on Council's arts programs and projects

3. Committee Membership

- The Committee will be comprised of a Councillor, as appointed by Council (who will act as Committee Chairperson) and between six (6) and ten (10) Ambassadors
- The Committee may form working groups related to specialist areas
- Additional persons may be invited to attend Committee and/or working group meetings at the discretion of the Committee or Council Officer
- Council Officers, including but not limited to, Manager Arts, Community Learning and Libraries, and Arts and Culture Coordinator as well as officers from across Council may attend as required
- Various Council Officers will provide administrative support

- In the event of the Chairperson being unable to attend a meeting, an alternate delegate will act in their place. In most cases this will be the most senior and/or relevant Council Officer in attendance
- Selection Criteria for the appointment of Ambassadors includes
 - Demonstrated knowledge of and commitment to Arts and Culture at a local, state, national or international level
 - Understanding and interest in local government issues
 - A broad representation of the community will be sought, based on ensuring a balance of gender, sexual orientation, age range, cultural diversity, experience (from amateur to professional artists/art workers) and a balance of arts and cultural disciplines

4. Process for Selection of Ambassadors

- All Ambassadors will be selected via a nomination process
- An advertising campaign will take place to call for new Ambassadors which will include advertisements on Council's website and in local newspapers
- Former Ambassadors of this Committee, or other Council Committees may reapply for membership
- Following the closure of nominations, an assessment panel made up the Chairperson and two (2) Council Officers will be convened to decide on the selection of Ambassadors to fill vacancies
- Ambassadors must have a connection with the City of Maribyrnong e.g. live, work, study or another demonstrated affiliation

5. Terms of Appointment

- The term of the appointment is for a period of two (2) years
- An Ambassador may resign at any time by advising Council Officers of their resignation in writing. Should the number of Ambassadors fall below the required minimum number (i.e. six (6) Ambassadors) Council will be responsible for appointing a person or persons to fill the vacancy for the remainder of the term and may refer to previous nominations
- If an Ambassador is absent for more than three (3) consecutive meetings or fifty percent (50%) of held meetings, without explanation or approval, Council Officers may declare the position vacant
- Council Officers may terminate an Ambassadors appointment, declare the position vacant and seek to appoint a new Ambassador, should an Ambassador breach the terms of reference

6. Conduct of Meetings

- The Committee shall meet as a minimum every four (4) months. Potential working groups to meet as required
- A quorum of no less than fifty percent (50%) of Ambassadors (excluding Chairperson, Council Officers) will be required for a meeting to be held
- An agenda for meetings held, will be delivered to each Ambassador a week prior to the date of each meeting

7. Decision Making

- The Committee will seek to operate on a consensus basis, in an advisory capacity to Council
- Ambassadors' contributions and input is valued by Council however the Committee is not a decision-making body. Council receives information from a wide range of stakeholders and all information will be considered
- Should a vote be necessary, all Ambassadors will have voting rights. Council Officers will not have voting rights

8. Limitations of Ambassadors

- The Ambassadors' role is to provide advice to Council and may only act within the Terms of Reference. Ambassadors have no authority to
 - Expend money on behalf of Council
 - Commit Council to any arrangement
 - Consider any matter outside its specific remit; and/or
 - Direct Council Officers in the performance of any duties
- Ambassadors cannot make public statements on behalf of Council or the Committee without prior approval of Council

9. Conflict of Interest

- An Ambassador is considered to have a conflict of interest if they
 - Have a direct or indirect commercial interest in the matter; or
 - It is perceived that their interest in the matter may conflict with their proper performance of duties in respect to the matter
- If an Ambassador has a conflict of interest with a matter that is to be, or is likely to be, discussed at a Committee meeting, the member must disclose the nature of the conflict of interest prior to the discussion
- While any discussion or vote is taken relating to the matter in question, the Ambassador must
 - Leave the room and notify the Chairperson that they are doing so; and
 - Remain outside the room or other area in view or hearing of the room

10. Confidentiality

- Information discussed, received, used or created by the Committee is confidential, unless otherwise stated by the Chairperson
- An Ambassador must not disclose, discuss or make public confidential information, unless authorised by Council Officers
- An Ambassador must not permit any person who is not a member of the Committee to view, read, and photocopy, make notes of or in any way record confidential information, unless authorised by Council Officers

11. Review

- Council retains the right to review, amend or alter the operations and membership of this Committee as it deems appropriate and necessary
- These terms of reference may be reviewed by Council from time to time to suit changing circumstances