

# Cultural Collections Advisory Board

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## TERMS OF REFERENCE

### 1. TITLE OF BOARD

CDU Cultural Collections Advisory Board (CCAB)

### 2. ESTABLISHMENT

The CDU Cultural Collections Advisory Board is established under Part 3 Section 15 of the [Charles Darwin University Act 2003](#).

### 3. FUNCTIONS AND RESPONSIBILITIES

Charles Darwin University (CDU) holds, develops and maintains a range of cultural collections related to the University's teaching, research and community engagement activities and responsibilities, including the CDU Art Collection, CDU Nursing Museum and CDU Library Special Collections. These collections are locally, nationally and in some cases internationally significant.

The University acknowledges that it has a responsibility to appropriately conserve and manage its cultural collections for the benefit of current and future generations, recognising that these collections are important resources that teachers, researchers, individuals and communities access to inform the future through understanding the past.

The CDU Cultural Collections Advisory Board is established to advise the Vice-Chancellor on matters relating to the development, maintenance and utilisation of the University's cultural collections including the long-term safety and sustainability of the collections within the University's care. Within this context the Board advises on matters including:

- Strategic focus, development, coordination and promotion;
- Acquisitions;
- Exhibitions and programs;
- Policies and procedures;
- Conservation and documentation of collections;
- Accessibility by University staff members, students and the public to support teaching, learning, research and engagement activities; and
- Resourcing, care, risk and security matters.

### 4. MEMBERSHIP

#### Chair

The Chair of the CDU Cultural Collections Advisory Board is appointed by the Vice-Chancellor. The Chair, in consultation with the Vice-Chancellor, may appoint one (1) of the Board members as Deputy Chair.

#### Board Members

Members of the CDU Cultural Collections Advisory Board are appointed by the Vice-Chancellor.

In addition to the Chair, membership of the CDU Cultural Collections Advisory Board will consist the following:

- Two (2) senior CDU staff members;
- Two (2) external members with cultural collections management expertise; and
- One (1) external member with community and philanthropic links.

### **Observers with right of audience and debate**

Representatives of the University's facilities and divisions involved in management and development of the University's cultural collections are invited to participate in meetings of the CDU Cultural Collections Advisory Board as Observers with the rights of audience and debate. Such Observers include:

- Head of School, Creative Arts and Humanities;
- Curator, CDU Art Collection and Art Gallery;
- Curator, CDU Nursing Museum;
- Library Services representative; and
- Northern Editions representative.

Membership of the CDU Cultural Collections Advisory Board is by honorary appointment; however the University will cover or reimburse the travel costs of Board members to attend meetings of the Board as necessary.

## **5. WORKING PARTIES AND EXTERNAL EXPERTISE**

The Chair may, from time to time, select and appoint Working Parties to assess, review or manage, on behalf of the Board, specific issues or activities falling under the responsibilities of the Board. Working Parties will include at least one (1) full member of the Board or other persons as the Chair sees fit. Working Parties report to the CDU Cultural Collections Advisory Board through one (1) of the Board members on the Working Party.

The CDU Cultural Collections Advisory Board may request the services or advice of external experts if required. When dealing directly with matters where Indigenous art and culture are being considered, the Board will include an Indigenous person with relevant expertise in the decision making process, wherever possible.

## **6. SECRETARY**

The Secretariat for the CDU Cultural Collections Advisory Board will be appointed by the Vice-Chancellor.

## **7. TERM OF OFFICE**

Membership of the CDU Cultural Collections Advisory Board is for a three (3) year term. Members who resign from their membership prior to completion of the three year term are replaced by an appropriate representative for a period to be determined by the Vice-Chancellor, not exceeding three (3) years. Members who are unable to participate in three (3) consecutive meetings of the CDU Cultural Collections Advisory Board may have their membership terminated.

In special circumstances the Vice-Chancellor may approve a leave of absence of a Board member from the Board.

## 8. QUORUM

A quorum at Board meetings comprises four (4) members of the CDU Cultural Collections Advisory Board. Between meetings, the Chair and Deputy Chair may together act on behalf of the Board and bring any decisions made out of session to the next meeting of the full Board for endorsement.

## 9. MEETINGS

The CDU Cultural Collections Advisory Board meets up to four (4) times per year as necessary, but must meet at least twice per year, with at least one (1) meeting per year with all members attending in person. Other meetings may include video and teleconference participation by members who are not in the Northern Territory.

The Chair may invite expert advisers or other observers to attend Board meetings as required.

## 10. RESOLUTIONS OF THE CDU CULTURAL COLLECTIONS ADVISORY BOARD

Matters requiring a resolution by the Board are determined by consensus of the members present.

## 11. AGENDA

The agenda for each meeting is distributed to the Board members at least seven (7) days prior to the meeting date.

## 12. REPORTING

The Chair of the CDU Cultural Collections Advisory Board reports to the Vice-Chancellor following each meeting and the Board prepares an annual report and briefing for the CDU Council and Foundation.

## 13. RELEVANT DEFINITIONS

In the context of this document:

**Cultural Collection** means assemblages of physical objects which have historic, aesthetic, scientific, research, technical, social or spiritual significance and may include paintings, sculptures, lithographs, decorative arts and other various objet d'art, iconography, historical objects, photographs, documents and books. The University's cultural collections include the CDU Art Collection, the CDU Nursing Museum, the Northern Editions Printmaking Studio and Gallery, and the Library Special Collections including the Arafura Research Archive.

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017
<b>Sponsor:</b>	Vice-Chancellor
<b>Contact Officer:</b>	Manager, Strategic Projects, Office of the Vice-Chancellor

Version	Date Approved	Approved by	Brief Description
1.00	4 Mar 2011	Vice-Chancellor	Creation of original document and upload to CDU website.
2.00	9 Jun 2011	Vice-Chancellor	<ul style="list-style-type: none"> <li>Removal of Vice-Chancellor as Chair. VC now to appoint Chair.</li> <li>Vice-Chancellor added to ex-officio membership</li> </ul>
3.00	21 Mar 2012	Vice-Chancellor	<ul style="list-style-type: none"> <li>Change of membership titles in line with new organisational chart.</li> <li>Changed title of Board</li> <li>Addition of new members – PVCLEBA</li> </ul>
4.00	16 Dec 2015	Vice-Chancellor	<p>Functions and Responsibilities</p> <ul style="list-style-type: none"> <li>Removed 'of University cultural collections, displays and enterprises, including, the CDU Art Collection and CDU Art Gallery; Northern Editions; the School of Creative Arts and Humanities Nan Giese Gallery; and the CDU Nursing Museum' leaving it broad.</li> </ul> <p>Membership</p> <ul style="list-style-type: none"> <li>Removed '2 external art experts, 1 with indigenous art expertise' and replaced with '2 external members with art or art management expertise'</li> <li>Added '1 external member with community and philanthropic links'</li> <li>Removed Ex-officio Board Members and replaced with Observers with right of audience and debate</li> <li>Added 'Curator CDU Nursing Museum'</li> <li>Amended 'Gallery Manager, Northern Editions' to 'Northern Editions representative'</li> <li>Added 'Membership of the CDU Cultural Collections Advisory Board is by honorary appointment however the University will cover or reimburse the travel costs of Board members to attend meetings of the Board as necessary'</li> <li>Added Subcommittees</li> </ul> <p>Chair</p> <ul style="list-style-type: none"> <li>Removed 'and may be a member external to the University'</li> <li>Added 'The Chair, in consultation with the Vice-Chancellor, may appoint one (1) of the Board members as Deputy Chair'</li> </ul> <p>Term of Office</p> <ul style="list-style-type: none"> <li>Added 'In special circumstances the Vice-Chancellor may approve a leave of absence of a Board member from the Board'</li> </ul> <p>Quorum</p> <ul style="list-style-type: none"> <li>Added 'In between meetings, the Chair and Deputy Chair may together act on behalf of the Board and will bring any decisions made out of session to the next meeting of the</li> </ul>

			<p>full Board for endorsement'</p> <p>Meetings</p> <ul style="list-style-type: none"> <li>• Amended 'on site at the Casuarina Campus' to 'attending in person'</li> <li>• Other meetings may include video and teleconference participation by members who are not in the Northern Territory</li> </ul> <p>Update definition for Cultural Collection</p>
5.01	28 Jun 2017	Vice-Chancellor	<p>Under Section 5 - Subcommittees replaced with Working Parties Under Section 4 'Membership' replaced Director, Media, Advancement and Community Engagement and Pro Vice-Chancellor, Law, Education, Business and Arts with</p> <ul style="list-style-type: none"> <li>• Two (2) Senior CDU staff members with portfolio responsibility for CDU cultural collections</li> </ul> <p>To overcome problems with changing titles of CDU staff and in deference to the opening statement – 'Members of the CDU Cultural Collections Advisory Board are appointed by the Vice-Chancellor'. The change allows the Vice-Chancellor to appoint appropriate staff as he sees fit.</p>
5.02	13 Sep 2017	Governance Administrative Update	<p>On request of the CCAB</p> <ul style="list-style-type: none"> <li>• Moved When dealing directly with matters where Indigenous art and culture are being considered, the Board will include an Indigenous person with relevant expertise in the decision making process, from under Membership to Working Parties and External Expertise, and adding wherever possible,</li> <li>• Removed ...Two (2) senior CDU staff members... from 1st dot point under Membership, Board Members due to re-structure</li> </ul>
5.03	30 Nov 2017	Governance	<p>Conversion to new Governance template due to new University branding</p>