

Ainslie Arts Centre

Resident Advisory Group Terms of Reference

The following Resident Advisory Group Terms of Reference were adopted by the Board of Arts Capital Limited on 12 March 2020.

Rationale

1. In establishing the Ainslie Arts Centre Resident Advisory Group, Arts Capital Limited acknowledges:
 - (i) that the accommodation, venues, facilities, programs and other services that the Company provides, directly impact the work of the artists and organisations based at Ainslie Arts Centre in ways that are unique to residents
 - (ii) that the interests of one or more residents may well differ from those of other residents or other stakeholder groups that interact with the arts centre
 - (iii) that the quality, diversity, vibrancy and flourishing of its resident artists and arts organisations are essential to the identity and character of Ainslie Arts Centre
 - (iv) that the contribution of residents is intrinsically linked to the centre's long-term viability
 - (v) that residents establish and maintain vital links to the community; they attract audiences and participants to the arts centre, they play a key role in the arts sector in the ACT and beyond, and they make an important financial contribution to the running of the arts centre.

Scope

2. The Arts Capital Limited constitution allows the Board to establish advisory groups to provide input, guidance and support to the Company in carrying out its Objects and to achieve the strategic goals outlined from time to time in its business planning.
3. The groups' functions are advisory in nature and they do not have executive or decision-making powers.

4. The Ainslie Arts Centre Resident Advisory Group is intended to allow for the widest possible participation of Ainslie Arts Centre's residents on an equal basis, without discrimination.

Purpose

5. The purpose of the Ainslie Arts Centre Resident Advisory Group is to ensure that the Board and Management of Arts Capital Limited hears directly from and works in partnership with the residents of Ainslie Arts Centre to:
 - (i) achieve the Company's Objects,
 - (ii) to secure the long-term sustainability and good stewardship of its resources,
 - (iii) to create benefit for all users of the Company's facilities, programs and services and, more broadly, the community in which we work.

6. The Ainslie Arts Centre Resident Advisory Group will: advise the Board and management of Arts Capital Limited on matters relating to the experiences, needs and aspirations of resident artists and arts organisations at Ainslie Arts Centre by:
 - (vi) Raising significant issues and recommendations from a resident perspective that it would like the Board and management to consider
 - (vii) Offering feedback from a resident perspective on the overall strategic direction of the Company, including but not limited to business planning, sub-licensing strategies, and use of the facilities
 - (viii) Contributing ideas, suggestions and input to the development of policies that the Board and management may from time to time make relating to the use of the arts centre and the activities and programs taking place there
 - (ix) Offer feedback from a resident perspective on the operations of the company's facilities and venues, programs and services
 - (x) Assisting to identify trends and opportunities to resource, promote and advocate on behalf of the arts centre and their users
 - (xi) Assisting the Board to identify individuals in the community who may be suitable prospective members should a board vacancy occur
 - (xii) Identifying opportunities for collaboration and mutual support among and between residents

- (xiii) Contributing to create a positive, respectful and welcoming culture at the arts centre for residents, staff and visitors, and
- (xiv) Assisting to create a safe, healthy and well-maintained environment at the arts centre

Variations to Terms of Reference

7. The Ainslie Arts Centre Resident Advisory Group is established under the Constitution of Arts Capital. These Terms of Reference are effective from the date of adoption by the Board of Arts Capital. The Board undertakes to consult the Advisory Group before making any changes to the Terms of Reference.

Membership

8. Membership of the Ainslie Arts Centre Resident Advisory Group is open to any individual who:
 - (i) Has a current sub-licence to occupy space at Ainslie Arts Centre
 - (ii) Has a current service agreement to use co-working space at Ainslie Arts Centre
 - (iii) Works at Ainslie Arts Centre for a group or organisation that has a current sub-licence or co-working service agreement at this facility.
 - (iv) Is a board member of an organisation that has a current sub-licence or co-working service agreement at Ainslie Arts Centre.
9. Where an individual works or volunteers for a group or organisation, they participate in the Resident Advisory Group in a personal capacity rather than as a representative of their employer, although they may offer perspectives informed by their experience as an employee or volunteer of that resident organisation
10. To exercise their right of membership of the Ainslie Arts Centre Resident Advisory Group, an eligible individual need only notify the CEO of Arts Capital Limited in writing of their intention to attend a Resident Advisory Group meeting (by RSVP to the meeting notice, or by sending an email), and attend that meeting.

Meetings

- 11.** The Ainslie Arts Centre Resident Advisory Group will meet twice in 2020 and at least three times in each calendar year thereafter.
 - (i) An annual meeting schedule will be shared with all residents in January of each year stating the proposed dates and times of meetings. The schedule may be varied as necessary but notice of confirmation will be given to all residents at least three weeks before the meeting date and time.
- 12.** The Board Chair and CEO of Arts Capital Limited shall attend all meetings of the Ainslie Arts Centre Resident Advisory Group or appoint delegates to attend on their behalf if they are unable to be present personally.
- 13.** One resident shall be invited by the Board Chair to chair each meeting, provided that the person may only chair one advisory group meeting in each calendar year. If no resident wishes to chair the meeting, the Board Chair or their delegate shall serve as chair.
- 14.** The CEO shall serve as the Secretary of the Advisory Group, and is responsible for convening meetings, giving notice of meeting dates and times, circulating agendas and related papers, and keeping records of meetings. A delegate may be appointed to perform some or all of these tasks.
- 15.** At least one meeting a year shall be held no later than two weeks following the Annual General Meeting of Arts Capital and shall be for the purpose of providing the residents with a report on, and an opportunity to discuss, the activities of the company for the most recently ended financial year, and a copy of the audited financial statements for that year shall be provided to members of the Advisory Group on request.
- 16.** Any resident may propose an agenda item for an Advisory Group meeting, provided that the item is submitted in writing to the CEO at least two weeks before the date of the meeting. The Board Chair will be responsible for setting the final agenda for each meeting, having regard to the number and order of items, and the time allocated to each.
- 17.** Agendas and related papers for Ainslie Arts Centre Resident Advisory Group meetings will be sent to all residents one week before each meeting, and minutes will be circulated to all residents no later than one month after each meeting.
- 18.** Where an agenda item involves specific advice being sought from, or offered by, the Resident Advisory Group, a consensus view will be sought. If a consensus is not able to be reached, the minutes will note that there is no consensus and the dissenting view or views shall be recorded in the minutes.

- 19.** The Secretary acts on behalf of the Board and Management as the principal recipient of the group’s advice and is responsible for providing feedback to the group on how its input has influenced thinking, decision-making or actions taken by the Board and/or Management. The feedback will be captured in the minutes.

Principles

- 20.** All members of the resident advisory group agree to abide by the following Principles:
- (i) **Respect:** The Resident Advisory Group aims to encourage a respectful dialogue between stakeholders. In practice this means everyone is able to have their say and feels listened to.
 - (ii) **Confidentiality:** each member of the Resident Advisory Group agrees as a condition of their participation to keep confidential any information about the Company or its activities, or about other resident organisations or individuals, which may be learned through participating in the Advisory Group.
 - (iii) **Openness:** information is made available as far as reasonably practicable, including the reasoning behind decisions and, where there is disagreement, people can air and understand each other’s different opinions.
 - (iv) **Focus:** the group will refer to the terms of reference and the objects of the company in order to ensure it stays focused on the core purpose.
- 21.** Any member breaching the Principles may be removed from membership of the group by decision of the Board (with reference to clause 8 of the constitution allowing the board to “appoint and remove, or make provision for the appointment and removal of, members of any Advisory Group.”

Appendix A

Objects of the Company

The Company is established with the object to operate and manage arts facilities so that they:

- (i) provide accommodation, venues and facilities for artists, arts groups and organisations that are prepared actively to contribute to the achievement of the Objects;
- (ii) facilitate and stimulate arts development;
- (iii) effectively support creative practice and endeavour;
- (iv) provide a focus for artistic cross-fertilisation, exploration and experimentation;
- (v) facilitate and promote arts activities, programs and projects that contribute to the achieve of the Objects, particulars from amongst the artists and organisations based at the Company's arts facilities;
- (vi) demonstrate and promote principles of diversity and inclusiveness in the community;
- (vii) are perceived by the general public to be vital centres of arts activity;
- (viii) respect and exemplify the architectural, social and cultural heritage of the sites they occupy;
- (ix) are attractive to and visited by the general public; and
- (x) achieve any of the Objects.