



Establishment Committee Terms of Reference

Objective

To assist in the development of sound and effective business strategies that provides a foundation for the ongoing viability and growth of the Blue Mountains Cultural Centre.

Reporting structure

The Committee will work in an advisory capacity. Advice will be given to the Council, General Manager and relevant stakeholders through the Blue Mountains Cultural Centre Director.

Purpose/Role

- Provide advice and assistance in the development of the Blue Mountains Cultural Centre in its' inaugural year of operation;
- Assist the Director in developing policies and procedures for the sustainable operations of the BM Cultural Centre;
- Endorse, support and promote the annual program of exhibitions and activities developed;
- Provide input to the development of a 5-year Business and Strategic plan and related policies;
- Research, plan and implement a governance structure for the ongoing operations of the BM Cultural Centre;
- Support the development of relevant plans, policies and procedures necessary to initiate and sustain operations that meet the objectives of the Centre, State and Federal legislation and provide a firm basis for growth;
- Provide assistance to the Centre Director in shaping and managing agreements and relationships with other relevant parties and partnering entities, including the owner of the retail level;
- To actively advocate the activities of the BM Cultural Centre, its worth, value and importance to the future health and prosperity of the wider Blue Mountains Community; and
- Carry out any other matters required for the Cultural Centre.

Composition

The existing Advisory Committee will transition into the Establishment Committee. The Establishment Committee will comprise:

- Chair – The Mayor of Blue Mountains City Council or their nominee;
- Two (2) Blue Mountains Council Councillor nominated by Council;
- The General Manager of Blue Mountains City Council or their nominee;
- The Director of the Blue Mountains Cultural Centre; and
- Six (6) ordinary members selected for their specialist skills and experience in Arts and business management who have a dedication and commitment to the establishment of the Blue Mountains Cultural Centre, each of whom is approved by the Blue Mountains City Council.

Term

The Committee will meet on a bi-monthly or quarterly schedule in accordance with project requirements. The terms of appointment will be two (2) years or until the establishment of the proposed Blue Mountains Cultural Centre Board, whichever is soonest.

Appointment Criteria

Ordinary members will be appointed on the basis of their skills and expertise relevant to fulfilling the roles and responsibilities of the committee.

The committee will undergo an annual self-assessment process to ensure the committee remains functional and relevant to the needs of the Blue Mountains Cultural Centre.

Committee members will be required to acknowledge and strictly adhere to the Blue Mountain City Council's code-of-conduct for committee members.

All meetings will be held under Chatham House Rule.

Committee members will not have the authority to act independently on behalf of the Blue Mountains Cultural Centre, Blue Mountains City Council, its management or staff.

Process of appointment

Interested members of the 'Advisory' committee will be asked to provide a copy of their CV and a one-paragraph statement as to their abilities relevant to the needs and requirements of the 'Establishment' committee.

Should there be more applicants than positions, a selection process will be undertaken by the Chair, General Manager of Blue Mountains City Council and the Director of the Blue Mountains Cultural Centre.

Should a committee member relinquish their position prior to the expiry of their term, or if the member has completed their term, a call for membership will be advertised through print media. Members may re-apply if so desired. The existing membership of the Committee will select the appropriate candidate and make recommendation to the Blue Mountains City Council for their appointment.