



Ferry Building Gallery Advisory Panel –Terms of Reference

Division: Parks, Culture & Community Services

1. Purpose

The Ferry Building Gallery Advisory Panel (FBGAP) is a community-based advisory panel that collaborates with Ferry Building Gallery (FBG) staff, provides advice, and serves as a valuable resource of knowledge to support the implementation and improvement of FBG initiatives.

2. Duties and Responsibilities

The FBGAP will:

- (a) ensure the FBG delivers on the Annual Work Plan;
- (b) ensure the FBG mandate is implemented to the local art community, particularly to local emerging and established artists;
- (c) assist in fundraising and sponsorship initiatives;
- (d) nurture and grow audiences by providing a community link to business associations, residents, and schools to develop partnerships, awareness and participation; and
- (e) support FBG volunteers by actively engaging with volunteers, assist with volunteer recruitment, and provide leadership and support for volunteer program.

3. Membership & Qualifications

- a) The FBGAP will be comprised of 5-7 members as approved by the Director of Parks, Culture & Community Services. One member may reside outside of West Vancouver to provide a regional perspective on community art best practices, and/or trends.
- a) Qualifications for individuals seeking membership on the FBGAP will include:
 - skills and experience related to roles and responsibilities in arts, culture and community art gallery delivery including program planning, audience development, fund development, and strategic planning;
 - good knowledge and understanding of the issues relevant to arts institutions;
 - willingness and ability to commit to a two-year term and attend scheduled meetings;
 - an ability to look beyond personal interests for the benefit of the community and residents of West Vancouver;
 - strong communication skills and the ability to work collaboratively as part of a team; and
 - leadership skills and the ability to act as an ambassador.
- c) An appointment or reappointment of a volunteer member is for a two-year term. A volunteer member may serve for up to six consecutive years on the FBGAP. Annual terms conclude on December 31.
- d) The FBGAP will be presided over by a Chair or Co-Chairs to be elected from among the members. The term of the Chair or Co-Chairs will be for one year.

4. General Terms and Code of Conduct

- c) FBGAP members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the FBGAP mandate, and be respectful of others' thoughts and opinions.
- d) FBGAP members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by the Director of Parks, Culture & Community Services.
- e) FBGAP members are not permitted to speak to the media as representatives of the FBGAP unless authorized to do so by the Director of Community Relations & Communications.
- f) FBGAP members who engage in activities regarding the Ferry Building Gallery's initiatives, projects, and promotions are expected to maintain a respectful, constructive, and professional tone. All members have a right to be treated with respect, courtesy, fairness, and equality as outlined in the District's Code of Conduct.
- g) All new FBGAP members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" as part of their general orientation.

5. Conflict of Interest

A conflict of interest exists where:

- a) a member is a director, member, or employee of an organization seeking a benefit from the District upon which the advisory panel will make a recommendation;
- b) the member has a direct or indirect personal pecuniary interest in the matter which is the subject of the advisory panel's discussions; and/or
- c) the member is involved in a matter that contravenes the conflict of interest guidelines adopted by Council from time to time.

Where a conflict of interest exists the member:

- a) shall be prohibited from participating in any discussion of the matter, voting on a question in respect of the matter, making any representation on the matter to any other member, or attempting to influence a vote;
- b) must declare to the advisory panel that a conflict exists and the nature of the conflict; and
- c) shall obtain the leave of the Chair to leave the meeting during consideration of the matter to which the conflict relates.

The member's declaration of a conflict and their exit from and return to the meeting shall be recorded in the meeting notes.

6. Meetings

Annually staff and the FBGAP will establish a meeting schedule with meetings held quarterly or as determined by the needs of the Advisory Panel Work Plan.

7. Annual Work Plan

Staff will develop a set of annual targets and objectives based on the needs of the program and in line with the Terms of Reference.

Approval date: November 2, 2023 Initials: Sh
Director, Parks, Culture & Community Services