

**UNIVERSITY OF ALBERTA ART COLLECTION**  
**Art Acquisitions Committee**

**TERMS OF REFERENCE**

**1. BACKGROUND**

The University of Alberta Museums and Collections Policy states that only units that are registered as part of the University of Alberta Museums and that have an approved **Acquisition and Management Strategy** may acquire museum objects and operate museum facilities that contain museum objects and collections.

It is recommended that each registered collection maintain an Acquisitions Committee to make recommendations on collections development activities.

The University of Alberta Art Collection includes the Art Collection (historical and contemporary) and the Mactaggart Art Collection.

The Art Acquisitions Committee will be governed by these terms of reference.

**2. PURPOSE**

- a) To receive and review curatorial recommendations on acquisitions to the University of Alberta Art Collection whether they are donations, purchases, transfers or exchanges.
- b) To receive and review curatorial recommendations on deaccessioning of works of art from the University of Alberta Art Collection
- c) To make decisions on curatorial recommendations for acquisitions and deaccessions that are aligned with the University of Alberta Art Collection's Acquisition Strategy.
- d) To approve an annual report regarding collections development activities of the University of Alberta Art Collection.
- e) To review and advise on policy, procedure and related documents.
- f) To act as informed advocates for the University of Alberta Art Collection and the Museums and Collections Policy.
- g) To periodically review the composition of the Art Acquisitions Committee and its terms of reference.

**3. COMPOSITION**

Ex-Officio Voting Members

- Executive Director, Museums and Collections Services, who also chairs the committee;
- Curator, University of Alberta Art Collection;
- Curator, Contemporary Art, University of Alberta Art Collection
- Curator, Mactaggart Art Collection, University of Alberta Art Collection
- Chair, Department of Art and Design

- Faculty member, studio discipline, Department of Art and Design recommended by the Chair
- Chair, East Asian Studies or designate from continuing Faculty

#### Ex-Officio Non-Voting

- University Architect or designate
- Advancement Office representative

#### Appointed Voting Members

- Undergraduate student appointed by the Students' Union
- Graduate student appointed by the Graduate Students Association
- A community representative

Depending on the nature of the activity under consideration and the strategic direction of the Acquisitions Strategy, the Committee can include representation from other units as appropriate, as well as other community members.

#### **4. QUORUM**

The quorum for the Committee shall be one-half the voting members (where there is an even number of voting members) or one-half plus one member (where there is an odd number of voting members).

Vacancies (but not absences) on the Committee are excluded when counting the voting members in order to establish the quorum, and the Committee Chair is counted as a voting member.

#### **5. VOTING PROCEDURE**

It is standard practice for Committee decision-making and voting to take place in person during a meeting. However, from time to time it may be necessary to facilitate decision-making and voting by electronic means (e.g., electronic mail, voice mail, tele-conference).

#### **6. CONDITIONS OF MEMBERSHIP**

- Unless otherwise stated, members are invited to sit on the committee by the Executive Director, Museums and Collections Services.
- Each member will serve for a 2-year period beginning 1 July and ending 30 June.
- Members elected by the Graduate Students' Association or representing undergraduate students will serve a term of one year, beginning 1 July and ending the following 30 June. The term is renewable for two consecutive terms.
- Members must maintain an active role on the Committee; absence from more than two successive meetings without just cause may result in the Chair requesting a replacement.
- Membership will be terminated prior to the end of the elected term, if the member is no longer eligible to represent the body that nominated him/her.

#### **7. RECORD KEEPING**

Decisions of the committee, but not minutes, will be recorded by a University of Alberta Museums' staff member.