Name of Committee	**Artistic Advisory Committee** **Canberra Potters' Society Inc**
Description	The purpose of this Committee is to advance the integrity, professionalism and transparency of Canberra Potters' Society governance of its artistic programs.
Policy applies to	☐ Organisation wide ☒ Specific : Board and CEO
	☒ Board ☒ Staff ☐ Volunteers ☐ Members and participants ☐ all of the above.
Policy status	☒ New policy ☐ Revision of existing policy

Approval authority	Canberra Potters' Society Inc. Board
Responsible officer	President

Approval date	19 February 2026
Approval date of last revision	n/a
Date of policy review*	3 years from date of approval

*Unless otherwise indicated, this policy will still apply beyond the date of the policy review.

Related legislation, policies, procedures, guidelines and local protocols	1. The ACT Associations Incorporation Act of 1991. https://www.legislation.act.gov.au/a/1991-46/ 2. The Key Arts Organisation Funding Guidelines 2016. https://www.arts.act.gov.au/__data/assets/pdf_file/0005/1376924/Key-Arts-Organisation-Guidelines.pdf 3. The Australian Charities and Not-for-Profit Commission, rules, and recommendations for managing conflicts of Interest. https://www.acnc.gov.au/tools/guides/managing-conflicts-interest-guide 4. Constitution of Canberra Potters' Society Incorporated 9 March 2017 5. Canberra Potters' Society Conflict of Interest Policy (Board)(2025)

Canberra Potters' Artistic Advisory Committee

Terms of Reference

1. Background

Our strategic objective is to lift the quality and reach of our artistic program, while ensuring that our governance principles of integrity and transparency apply.

We aim to have an artistic program that is celebrated locally, nationally and internationally and that fully draws on the combined expertise of the Canberra Potters' staff and membership, while leveraging the widest possible networks of artists and supporters.

2. Definition of Artistic Program

For the purposes of this Committee, Artistic Program means:

- Watson Arts Centre Gallery exhibitions and exhibiting artists;
- Artists in Residence;
- Studio Tenancies;
- Canberra Potters' retail stock;
- Canberra Potters' markets and fairs
- Canberra Potters' Members' Exhibitions
- Canberra Potters' Student-Teacher Exhibitions
- the Canberra Potters' Collection
- other matters referred to the Committee by the Board from time to time.

3. Authority of the Committee

3.1 The Board makes the strategic decisions for Canberra Potters', and the CEO/Artistic Director implements these.

3.2 The Artistic Advisory Committee is a Committee of the Board.

3.3 The Committee has no delegated decision-making power from the Board.

3.4 The Committee provides expert advice to the CEO/Artistic Director and to the Board.

3.5 The CEO/Artistic Director makes recommendations to the Board for decision.

4. Role of the Committee

4.1 Advice

The Artistic Advisory Committee (the Committee) will provide advice to the CEO/Artistic Director and to the Board on matters related to the Canberra Potters' Artistic Program, including:

- National and international trends in ceramic arts practice and artistic programming;
- Artistic Program Strategy and its alignment with the Canberra Potters' Strategic Plan;
- Annual program content and potential participants;
- Criteria and processes governing selection of participants and exhibitors;
- Resources required to fulfil these goals;
- Other questions referred to the Committee by the CEO/Artistic Director or the Board.

4.2 Selection criteria and processes

The Committee will assist the CEO to develop selection criteria and processes (including judging and sponsorship) for:

- Watson Arts Centre Gallery exhibitions and artists;
- Artists in Residence;
- Studio Tenants;
- Artists and makers stocked by Canberra Potters' retail spaces;
- Canberra Potters' markets and fairs
- Canberra Potters' Members' Exhibitions
- Canberra Potters' Student-Teacher Exhibitions
- Canberra Potters' Collection
- other matters referred to the Committee by the Board from time to time.

Those criteria and processes will be presented to the Board for review and approval before the activity is undertaken in each annual cycle.

4.3 Participating in selection panels

The Chair and Members of the Committee are expected to participate in Selection Panels at the request of the Chair.

5. Membership and Selection of the Committee

- A maximum of eight (8) Committee members will be appointed at any time. They will include:
    - At least one (1) Board Member of Canberra Potters, usually the Vice-President;
    - at least three (3) members of Canberra Potters (who may also be Board members);
    - up to five (5) Independent Members of the Committee (who may not be Canberra Potters' members).

- The CEO/Artistic Director will attend Committee meetings but is not a Committee Member.
- The CEO/Artistic Director or their designated staff member will provide administrative support to the Committee.
- The Committee Chair will invite Canberra Potters' staff members including the CEO/Artistic Director and the Education Director, Gallery Manager and/or Retail Manager to:
    - Attend Committee meetings as required;
    - provide information and advice to the Committee; and
    - participate in Selection Panels for activities that sit within their work portfolios.

6. Chair

The Committee will be Chaired by a Board Member of Canberra Potters', unless the Board delegates the Chair role to another Committee member.

The CEO or their designated staff member will be the Secretariat to the Committee.

7. Committee Selection Panels

Canberra Potter's in a membership-based organisation and no artistic program activity at Canberra Potters' is a decision of a single person within the organisation.

7.1 When selection panels are required

Any Canberra Potters' artistic program activities that:

- operate with competitive entry;
- have processes through which Members or others may be included or excluded;
- have an expression of interest process; or
- confer prizes or benefits

are overseen by the Artistic Advisory Committee. They must have either:

- a multi-member selection panel; or
- a judge appointed from outside the organisation who is not conflicted.

7.2 When Selection Panels are not required

Selection panels are not required for day-to-day implementation of policy and criteria that have been proposed by the Committee, reviewed and approved by the Board, and published to the membership. This includes:

- Managing selection and stock in Canberra Potters' retail outlets;
- Making offers to applicants or invitees in any part of the Artistic Program where
    - those applicants or invitees were part of a Selection Panel process and included in a list of alternative or reserve possibilities.

7.3 Selection Panel defined

A selection panel means a group of at least three (3) people, of whom at least two (2) people must be drawn from the Artistic Program Advisory Committee.

The other member(s) of the panel will, in most cases, be the CEO/Artistic Director and/or the relevant Canberra Potters' staff member (e.g. Education Director, Gallery Manager and/or Retail Manager). Those staff members are not Members of the Artistic Advisory Committee, but who are responsible for the day-to-day implementation of the Committee's recommendations to the CEO, as approved by the Board.

8. Considerations in composition of the Committee

- Members of the Committee will have a background, professional experience or expertise in creative industries or cultural sector e.g. professional practice public art, curation or arts administration.
- More than half of the Committee must have expertise in the ceramic arts, as artists, makers, curators, gallerists, educators, writers or critics.
- To the extent possible, the composition of the Committee will be attentive to Canberra Potters' diversity and inclusion principles; and the Board will make best efforts to include at least one First Nations' artist and one emerging artist in the Committee's composition.
- Members of the Committee are not required to reside in the ACT.
- Members of the Committee are subject to the Canberra Potter's Conflict of Interest policy (Board).
    - For example, they would be ineligible to serve as judges for any Canberra Potter's exhibitions or prizes during their Committee term.

9. Appointment and Term

- Members of the Committee may be nominated by the CEO and Artistic Director, Canberra Potter's administrative and teaching staff, or the Board.

- The CEO/Artistic Director will collate those recommendations and present a proposal to the Board for its approval at the establishment of the Committee and as vacancies arise.

- The Board reviews and approves appointments to the Committee.

- Each member of the Committee will serve for a maximum of 3 years from their appointment, with the possibility of a one-year extension (4 years in total).

- In the case of Board Members appointed to the Committee, their term will be concurrent with their Board term.

10. Remuneration

Members of the Committee will not be paid. Where budget permits, the Board may approve travel reimbursements to attend significant events at Canberra Potters'/Watson Arts Centre.

11. Meetings

- Meetings of the Committee will be held six-monthly or more often as required.
- A schedule of meetings will be developed and agreed to annually.
- Meetings may be conducted online.
- It is expected that each member of the Artistic Advisory Committee will attend at least half of the scheduled meetings each year.
- The Committee is not required to produce Minutes, but there must be sufficient written records available to all Committee Members that inform proposals from the Committee to the Board.

12. Committee standards

Committee Members are expected to conform to the Board's Code of Conduct and will be required to sign this before they commence their term. This includes:

- acting with integrity;
- offering impartial advice the interests of the organisation;
- not improperly seek to confer an advantage or impose a disadvantage on any person, including themselves;
- listening actively and acknowledging diverse perspectives;
- communicating openly and honestly while maintaining professionalism;
- creating providing a safe, inclusive and productive environment free from discrimination, harassment and bullying;
- regular attendance at Committee meetings; and
- contributing positively to discussions and processes of screening and recommendation.

(a) Conflict of Interest

Members of the Committee must be fully aware of their responsibilities with regard to the Canberra Potters' Conflict of Interest Policy (Board).

Committee members must disclose any conflict of interest, as required by the policy and the Chair must proceed as the Conflict of Interest policy requires.

(b) Confidential Information and Privacy

Committee members must not disclose information that they know, or should reasonably know, is confidential information.

Committee members have an obligation to not publicly disclose any materials or information obtained or discussed through their membership of the Committee that

is not already publicly available

Committee members should be mindful of their obligations under the *Privacy and Data Protection Act* 2014 regarding the use and disclosure of information.

13. Transparency

In order to maintain transparency of Committee operations the following information will be published on the Canberra Potters' website and in its annual report and other documents such as funding proposals:

- the Committee's Terms of Reference
- Names of all members
- Summary of recommendations endorsed by the Board
- Any conflict-of-interest declarations