

**TERMS OF REFERENCE:  
STANLEY PICKER GALLERY & DORICH HOUSE MUSEUM ADVISORY GROUP**

Revised Draft 22 March 2021

**1. Duties**

1.1. The Stanley Picker Gallery (SPG) & Dorich House Museum (DHM) Advisory Group advises and supports SPG & DHM staff with all aspects of the operation, programming and strategic development of the two organisations.

This includes:

1.2. Visibly supporting the Gallery & Museum and helping enhance their external reputation and profile.

1.3. Advising on and disseminating Gallery & Museum policy, and the strategy for the implementation of this policy, in line with Kingston University strategy.

1.3 Establishing and promoting a balanced programme of exhibitions and activities that reflect all aspects of Gallery & Museum policy.

1.4 Overseeing the management of the core Gallery & Museum budget and assisting with fundraising and promotion.

1.5 Advising, supporting and giving steer to the Director in the furtherance of their duties.

1.6 Advising on the appointment of the Director, with the Chair or nominated Advisory Group representative participating in the selection process and interview panel.

1.7 Liaising with and reporting annually to the Stanley Picker Trust with reference to the management of all Trust-funded activities at the University.

1.8 Reviewing these Terms of Reference annually to ensure they remain accurate and relevant.

**2. Reporting**

2.1 The Advisory Group liaises with appropriate University bodies, external partners and funders as necessary.

2.2 The Advisory Group reports directly to Kingston University through the Dean of Kingston School of Art or the University Pro Vice-Chancellor (PVC) responsible for culture.

**3. Governance**

3.1 The Advisory Group must meet at least 4 times a year to attend to the above responsibilities and any additional matters as appropriate.

3.2 The Director, the Dean of Kingston School of Art or University PVC responsible for culture, and a representative from the Stanley Picker Trust are all ex officio members.

3.3 The Advisory Group membership should comprise 10-12 members of equal balance of University and external members. This should include the Director, the Dean/PVC and 3-4 further University representatives, and the Stanley Picker Trust representative and 4-5 nominated external members.

3.4 The Chair and Deputy Chair are nominated by the membership. When the nominated Chair is an external member, the nominated Deputy Chair should be a University member and vice-versa.

3.5 The Group is quorate with a minimum of 6 members present, of which 2 must be external to the University.

3.6 Individuals shall be recruited for membership of the Advisory Group through open calls for expressions of interest and agreed by the membership, with the total reflecting a relevant and inclusive diversity of membership and balancing the range of individual expertise, skills and duties appropriate to the Advisory Group's function as defined here.

3.7 All Advisory Group members will be invited to attend for a term of 4 years, with an option of a further agreed term to a maximum period of 8 years. The terms for the Director, Dean/PVC and Stanley Picker Trust representative are open-ended.

3.8 In addition to the above membership, invited observers can include key Gallery/Museum personnel and an Arts Council England representative, as well as a formally selected University student attending on a 12-month basis to gain cultural-sector professional development experience.