**Art Acquisition Committee**

**Terms of Reference**

**Authority**

The Art Acquisition Committee (the “Committee”) is established under the authority of Vice-Presidents Council and in accordance with Memorial University’s *Art* Collection policy. It is a subcommittee of the Advisory Committee on Memorial University Art Collections.

Acquisition of Artwork of the highest standards provides the University with:

* a teaching and research resource for faculty, students and the community;
* enrichment and enhancement of the University and its facilities;
* a means of public access to and appreciation of the visual arts; and
* opportunities to attract and borrow works of substance for exhibitions.

**Mandate**

The primary responsibility of the Committee is to consider and decide upon artworks proposed for acquisition to or deaccessioning from the University’s Art Collection, as defined by the *Art Collection* policy. The Committee’s decisions to approve or reject a proposal will be based on the exercise of due diligence in ensuring adherence to the *Art Collection* policy and its related procedures.

In the case of offers of donations of art, the Committee provides advice on the acceptance or decline of such, in accordance with the *Gift Acceptance* policy and the related procedures.

**Composition**

Membership on the Committee includes:

* Grenfell Campus Art Gallery Director (*ex-officio*), Chair
* Dean, School of Fine Arts (*ex-officio*)
* One additional member from Grenfell Campus
* One member from the St. John’s campus
* One member from Marine Institute
* One community artist representative, preferably an alum of Memorial’s Fine Arts degree program

The non *ex-officio* members are appointed by the Vice-President (Grenfell Campus), the Provost and Vice-President (Academic), the Vice-President (Marine Institute), the Gallery Campus Art Gallery Director, respectively, and serve a two-year term, renewable for an additional two years.

The Committee shall recognize the professional expertise of the Grenfell Campus Art Gallery Director and reserves the right to seek the advice of any other expert, where necessary.

**Operations**

The Committee meets as needed and at least once per year to consider works for possible acquisition.

The Gallery Director is responsible for listing the Artwork being considered by the Committee, plus any relevant information and images of the works, if possible.

The Committee members discuss each Art work on the basis of the established criteria and must reach a majority decision with regard to acquisition.

All members have voting rights.

The quorum is four members.

The Chair is the custodian of the records created by the Committee.

**Conflict of Interest**

In addition to compliance with the University’s *Conflict of Interest* policy, committee members must recuse themselves for discussions and decisions relating to Artwork created, purchased, acquired, commissioned, that they wish to donate, or that has a direct or indirect pecuniary or professional interest in such work. Conflicts of interest, actual or perceived, must be actively disclosed to chair of the Committee in writing in advance of meeting.

**Reporting**

The Committee will prepare and submit to Vice-Presidents Council an annual report on all activities. The report will also contain an assessment of collection needs and propose Art Works for donation or purchase.