

Woollahra Small Sculpture Prize Committee Terms of Reference

1. Role

The Woollahra Small Sculpture Prize Committee is an expert, volunteer Committee of Woollahra Council.

The role of the Woollahra Small Sculpture Prize Committee is to advise Council on the development of the Woollahra Small Sculpture Prize. Woollahra Small Sculpture Prize Committee members may also, where appropriate, be assigned tasks that are associated with the successful facilitation of the Prize.

2. Scope

The Woollahra Small Sculpture Prize Committee will:

- Advise Woollahra Council on the development and direction of the Woollahra Small Sculpture Prize including advice on the aim of the Prize;
- Provide input into and assist Woollahra Council's strategies to attract sufficient sponsorship funding from appropriate organizations for the Prize;
- Promote partnerships between Woollahra Council and other leaders in the Arts Industry;
- Provide recommendations for appropriate judges for the Prize each year;
- Assist in the evaluation of the Woollahra Small Sculpture Prize annually;
- Assist in the inclusion of the Woollahra Community in the development of the Prize through local workshops, seminars and other appropriate methods.

3. Meetings

Meetings of the Woollahra Small Sculpture Prize Committee will be held every six to eight weeks between February and November.

Meeting dates for each calendar year will be set in December the year prior.

4. Membership

The Committee shall consist of up to 12 members:

- two Councillors;

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- up to ten community members with a demonstrated interest in the arts, arts sponsorship and/or the Woollahra Community.

The Cultural Development Coordinator or delegated staff member will attend meetings of the Committee and oversee preparation and circulation of agendas and minutes.

5. Appointment of members

Community members seeking appointment to the Woollahra Small Sculpture Prize Committee are to nominate annually.

6. Chairperson

The Chairperson will be a Councillor, nominated by the Mayor or Woollahra Council's FC and S Committee.

7. Agenda

An agenda will be circulated by email to all members of the Woollahra Small Sculpture Prize Committee at least one week prior to the meeting.

The agenda will include an open session for general business where new issues can be raised.

8. Reporting

The main items of business of the Woollahra Small Sculpture Prize Committee will be reported to Councillors through the DPOP reporting. All minutes of the Woollahra Small Sculpture Prize Committee will be available on the Woollahra Council website.

The Woollahra Small Sculpture Prize will be evaluated annually with a report presented to Council's F, C and S Committee with recommendations for future development. Decisions of the F, C and S Committee and Woollahra Council will in turn be reported to members of the Woollahra Small Sculpture Prize Committee.