Terms of Reference
Gallery Advisory Committee

- The AIBC operates under a policy governance model through which council and operational boards and committees are established to assist AIBC council and staff in developing and implementing policies and programs in fulfillment of legislative requirements, council policy and organizational priorities.

- AIBC boards and committees are governed by the Architects Act, institute bylaws, council policies (1.9 and 2.14), and the Volunteer Handbook, as applicable.

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Established: February, 2003

Type: Operational

Chair:
  Appointed by: Chief Executive Officer
  Term: 2 years

Members:
  Appointed by: Chief Executive Officer
  Term: 2 years

Committee Selection Criteria:
- AIBC members, associates and other professionals with interest in or experience relating to gallery exhibition;
- Respected professionals in the field of architecture; and,
- Comprised of diverse background.

Committee Composition Requirements:
Architects, Retired Architects and/or Intern Architects, Related Profession Representatives.

Chair is normally an AIBC registrant.
1. **Mandate:**

- Advance public and professional knowledge and understanding of architecture and design through exhibitions at the AIBC Architecture Centre Gallery;
- Oversee the strategic development of the AIBC Architecture Centre Gallery; and
- Provide direction and support to the Director of Communications regarding the organization’s gallery program in keeping with established budgets and resources, and in accordance with organizational priorities.

2. **Specific Assignments:**

- Advise the Director of Communications on gallery submissions and how they might relate to the profession of architecture.
- Provide recommendations for potential gallery content that presents the widest possible range of practices while reflecting excellence and diversity through all aspects of its exhibitions.
- Advise re: feasibility of gallery exhibits adherence to standard museum/gallery practices.

3. **Deliverables:**

- Both informal and formal recommendations provided to staff.

4. **Reporting:**

- Ongoing reporting as needed.
5.0 Liaison with Internal and External Groups/Associations:

- Other local galleries and museums;
- Affiliated post-secondary organizations;
- Affiliated professional associations.

6.0 Scheduled Meetings:

- When: As required
- Time: As required
- Place: AIBC Offices and/or, video/teleconferencing

7.0 Quorum:

- A quorum for hosting a meeting will be the majority of the members of the Committee, not necessarily including the Chair. Committee members may be present in person, by phone, and/or, video/teleconferencing.

8.0 Amending the Terms of Reference

- The Terms of Reference may be revised from time to time at the CEO’s discretion and/or upon recommendation by the Committee, including an update on members and mandate.