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Terms of Reference
Visual Arts Working Group
September 2022**

1. Purpose

The purpose of Visual Arts Working Group (VAWG) is to inform and advise the CLNZ Board on service development for visual artists. The Working Group will establish a Work Programme to December 2024 that will also outline a recommendation for the inclusion of visual artist representation in CLNZ's future governance model.

2. Membership

- a. The VAWG will initially comprise two Directors, the company's CE and Business Development Manager (BDM), and an appointed visual artist.
- b. The two Directors, as agreed at the CLNZ Board Meeting held 19 August 2022, will initially be Mandy Hager and Katherine Gordon. The CLNZ Board may review these appointments during the course of the VAWG's term.
- c. A skills matrix for the Appointed Visual Artist was agreed by the CLNZ Board at the August Board meeting. This position will be advertised via CLNZ's social media channels and directly to the Visual Artists who have signed Rights Agreements with CLNZ.
- d. The VAWG Directors, CE and BDM will review applications for the Appointed Visual Artist position and make a recommendation to the CLNZ Board.
- e. The appointment will be for the full term of the VAWG, subject to the appointee contributing in a constructive and positive manner to the work of the VAWG.

3. Operating Principles

- a. The BDM will convene meetings of the VAWG and develop the documentation required for the Work Programme and any associated projects.
- b. The VAWG may have in attendance members of CLNZ staff and such other persons as it deems necessary to provide appropriate information and explanations that may, in the view of the VAWG, support the development of services for visual artists.
- c. All Directors shall be entitled to attend all meetings of the VAWG.
- d. A programme of meetings will be developed as part of the Work Programme.
- e. A record of each meeting of the VAWG will be kept and will be shared with the CLNZ Board.

4. Responsibilities

- a. Establish a headline work programme for the VAWG from November 2022 to December 2024.
- b. The work programme will have two themes:

- a. the development of the service-offering; and
- b. the development of a proposal to the CLNZ Board for the inclusion of visual artist representation in CLNZ's future governance model.
- c. When appropriate, seek input from the Aotearoa Visual Arts community to the service offering development aspect of the Working Group's work.
- d. Report to the CLNZ Board following each meeting of the VAWG.
- e. For aspects of the proposed work programme that involve CLNZ expenditure over \$1,000, provide an outline and budget of each item to the CE for inclusion in the annual budget process (October each year).
- f. For aspects of the proposed work programme that involve CLNZ expenditure under \$1,000, liaise with the CLNZ CE for approval of the expenditure prior to procuring the service.

5. Authority

- a. The VAWG has no independent authority. It functions to provide advice, recommendations and information to the CLNZ Board.

6. Amendments to the Terms of Reference

- a. Subsequent amendments to these terms may be suggested by the VAWG, but must be approved and confirmed by the CLNZ Board, prior to taking effect.