

# Terms of Reference: Jetty Memorial Theatre Advisory Committee

## 1. Purpose and/or Objectives

The purpose of the Jetty Memorial Theatre (JMT) Advisory Committee is to provide advice to theatre management on:

1. The implementation of the Jetty Memorial Theatre Strategic Plan 2022-2026
2. Identifying and developing new initiatives
3. Identifying and developing new ideas for theatre management
4. Identifying and creating new partnerships
5. The use of the JMT trust fund
6. Increasing the theatre's network of contacts and connections

## 2. Scope

The scope of the JMT Advisory Committee is to provide strategic advice to the City in relation to the JMT and the JMT Strategic Plan 2022-2026.

## 3. Meeting Arrangements

The JMT Advisory Committee is to hold a minimum of two meetings per annum, at a time suitable for members. The Chairperson can call a special meeting at any time with reasonable due notice (5 working days).

A quorum for members is required at all meetings and shall be over 50% of all voting members.

## 4. Committee Composition

The JMT Advisory Committee membership is to consist of the following:

1. One representative of one of the local Community Theatre Societies.
2. One business person with no past involvement in the JMT but an interest in culture.
3. One business person representing the Jetty restaurant precinct.
4. One representative of the Coffs Harbour Chamber of Commerce.
5. One promotor or producer from the local area.
6. One community representative with proven marketing experience.
7. One community representative with a commitment to culture with no involvement in the JMT.

Relevant theatre management staff will also attend as non-voting members. A Council staff member will be assigned to assist and advise the committee and chairperson (e.g. meeting procedure, minutes etc.).

The JMT Advisory Committee will consist of the following office bearers:

- a) Chairperson

The term of office for the Chairperson shall be 4 years. In the event that the Chairperson retires or resigns, a new Chairperson will be appointed to Chair the committee. The role of the Chairperson is detailed in the Council Committee Handbook.

## 5. Length of Appointment

The committee members will serve a term of 4 years and can renominate. Council reserves the right to review or dissolve the Committee at any time by a resolution of Council.

## 6. Delegations and Expenditure

The JMT Advisory Committee does not have any delegations.

## 7. Policy and Procedural requirements

All members of the JMT Advisory Committee must, in all circumstances abide by the following:

- a) Council's Code of Conduct Policy
- b) Council Committees Handbook
- c) JMT Advisory Committee Terms of Reference

Failure to meet the above requirements will be managed in accordance with the Council Committees Handbook and Code of Conduct.