



## Terms of Reference of the Acquisitions Committee 2023-2028

### 1. Membership of the Committee

The Chair of the Crafts Study Centre Trustees will act *ex officio* as Chair of the Acquisitions Committee, or appoint a Trustee to the role of Chair on their behalf. In the absence of the Chair, the role of Chair will be taken by the Director.

There will be up to two subject-specialist advisors for each of the collections areas, namely ceramics, calligraphy and lettering; furniture and wood; printed and woven textiles; archives. Trustees may be appointed to the Committee to act in the role of specialist adviser in their own right.

The Director and the Curator of Collections of the Crafts Study Centre will attend meetings of the Acquisitions Committee *ex officio*, as may other relevant Crafts Study Centre staff.

Additional specialists may be invited to offer advice at meetings of the Committee, as required.

### 2. Terms of office

The term of office for Committee members is 5 years. There is no limit to the number of terms a Committee member may serve. At the end of each term, Committee members are invited to reflect on their commitment to the Committee together with the needs of the Committee and may be invited to serve a new term, subject to approval by the Chair of the Committee in consultation with the Director or Curator of Collections and the other specialist adviser in the relevant field.

### 3. Appointment procedure

The selection process for specialist advisers will give due consideration to the balance between experienced and younger practitioners, and will lead to a mix of practitioners, curators and educationalists, all knowledgeable about craft collections in the public domain. There will be a continued emphasis on the role of practitioners.

A role description will be prepared for each specialist adviser, based on the existing template. The role will be advertised either through personal contacts and networks or by advertising in appropriate places. Suitable candidates may also be identified through a process of research and via professional networks. The Curator of Collections will have an informal discussion with any potential applicants.

Applications will be assessed by the Chair of the Committee, the other specialist adviser in the relevant field, the Director or Curator of Collections, and (by invitation) any other relevant expert as required. In the case of more than one application, interviews for the role will be held by a panel comprising two or more of the Chair of the Committee, the other specialist adviser in the relevant field, the Curator of Collections, and (by invitation) any other relevant expert as required.

Formal invitations to join the Committee will be made by the Chair of the Committee.

Following the appointment, the Curator of Collections will send the new Committee member a copy of the CSC's Collections Development Policy and Business Plan. The Curator of Collections will also invite the new Committee member to visit the CSC to see the collections and to meet the CSC staff. The Curator of Collections

will inform the new Committee member of the date of the next meeting of the Acquisitions Committee.

When a Committee member steps down from their role, the Chair of the Committee will be responsible for thanking them on behalf of the CSC.

#### **4. Key roles of the Committee**

The Acquisitions Committee of the Crafts Study Centre operates on behalf of the Trustees of the Crafts Study Centre and the Management Group to recommend additions to the permanent collections by donation, purchase and other appropriate means.

The Committee supports the Director of the Crafts Study Centre in overseeing the development of the collections in accordance with the published Collections Development Policy. The Committee will only consider loans to the collections in exceptional circumstances, and there will be a presumption against such loans. The Committee will advise Trustees on proposed disposals from the CSC collection.

The Committee has a scrutiny role in relation to the development of the Collections Development Policy. It will review and revise the Collections Development Policy, both generally and specifically by providing collection development statements in each collection area.

A significant role of the Committee is to develop and maintain links between the Crafts Study Centre and distinguished practitioners and curators.

The role of the Curator of Collections is:

- to prepare the agenda and all supporting paperwork for the meetings of the Committee, including producing reports on potential acquisitions;
- to take the minutes;
- to view potential acquisitions, either accompanying members of the Acquisitions Committee or alone;
- to use their knowledge of the collections to advise the Committee on what it is appropriate to add to the collections.

#### **5. Meetings**

In general, the Acquisitions Committee will hold two meetings per year, in spring and autumn, to review potential additions to the collections. Additional meetings may be held, as required.

The meetings will be attended by the Director, the Curator of Collections and no less than two Trustees, who will formally approve the additions to the collections on behalf of the Trustees of the Crafts Study Centre. The two Trustees may also be appointed members of the Acquisitions Committee as specialist advisers in their own right.

#### **6. Authority**

At meetings, formal approval of additions to the collections will be made by the Chair of the Acquisitions Committee on behalf of the Trustees of the Crafts Study Centre, based on the consensus of the members of the Acquisitions Committee. In case of a split vote, the Chair of the Acquisitions Committee will have the casting vote.

Executive authority to add work to the collections in accordance with the Crafts Study Centre's Collections Development Policy is vested, in addition, in the post of the Director. The Director will be required to seek the advice of the specialists of the Acquisitions Committee, the Chair of the Acquisitions Committee and the Curator of Collections for acquisitions sought or made between Committee meetings.

#### **7. Budget of the Acquisitions Committee**

An annual allocation of £5,000 was agreed by Trustees in October 2023. This allocation will be reviewed in October 2028, taking into account the income held by Trustees for the operation of the charity.

#### **8. Acquisitions procedures**

Proposed additions to the collections are presented for discussion at meetings of the Acquisitions Committee.

On occasion, it may be necessary to consider proposed additions to the collections between meetings. Such consideration will include the Chair of the Committee, the Director, the Curator of Collections and the relevant specialist advisers and (as required) other members of the Committee, other Trustees or other staff members.

Wherever possible, items under consideration will be physically present at the meeting. Where this is not possible, it is expected that a report will be made by someone who has viewed or is familiar with the item(s).

Decisions on proposed additions to the collections are made by the Committee.

Additions to the collections by purchase are approved by the Acquisitions Committee. However, those requiring funding bids will normally be discussed with the Trustees (and at least with the Chair and/or Vice Chair of Trustees).

It is understood that in exercising the Director's executive authority, the Director should not make a purchase without seeking the approval of members of the Acquisitions Committee. The Director's executive authority includes the authority to decline potential acquisitions which are clearly of no interest.

**Name of governing body:** Crafts Study Centre Trustees

**Date on which this policy was approved by governing body:** 17 October 2023

**Policy review procedure:** The Terms of Reference will be reviewed from time to time, at least once every five years.

**Date at which this policy is due for review:** October 2028