



# University of Toronto

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OFFICE OF THE VICE PRESIDENT AND PROVOST

TO: Business Board

FROM: Vivek Goel

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DATE: May 28, 2007

AGENDA ITEM: 8

**ITEM IDENTIFICATION:**

University of Toronto Art Centre Board Terms of Reference - Revisions

**JURISDICTIONAL INFORMATION:**

The Board of the University of Toronto Art Centre functions under the authority of the President. The Business Board of Governing Council has responsibility for all University-owned property, including its works of art. Changes to the terms of reference for the Art Centre Board are approved by the Business Board.

**PREVIOUS ACTION TAKEN:**

The "University of Toronto/University College Art Gallery", located in the Laidlaw Wing of University College, was named in Appendix "B" to Report No. 68 of the Business Board of The Governing Council of the University of Toronto dated May 23<sup>rd</sup>, 1995, and a board to oversee the management of its affairs was thereby established, with the name "University of Toronto/University College Gallery Board". The name of the Gallery was changed to "University Art Centre" and the name of the Board was changed to "University Art Centre Board" under the authority of the President of the University, as reported to the Business Board at its meeting held on September 3<sup>rd</sup>, 1996.

In 2001 the terms of reference were revised, the name of the Centre was further changed to "University of Toronto Art Centre" and the name of the Board was further changed to "University of Toronto Art Centre Board", by decision of the Governing Council on February 8, 2001. Those revisions to the terms of reference for the U of T Art Centre Board intended to create a more integrated structure for oversight of all of the University's works of art, not only those in the Art Centre collections, by formalizing the relationship between the broadly representative University Art Committee and the Art Centre Board.

At the request of the President, I undertook a review of the operation of the Art Centre last year. This review included both an internal and external component. The review reports and the President's administrative response are available at <http://www.provost.utoronto.ca/committees/Reviews/artcentre.htm>. Based on the review and response, revisions to the Board Terms of Reference were prepared and discussed in draft form with the Board of the Art Centre. Based on their input there were revisions that resulted in the version being submitted to the Business Board. This version was approved by the Art Centre Board at its meeting of June 7, 2007.

## HIGHLIGHTS:

The proposed revisions to the 2001 terms of reference for the University of Toronto Art Centre Board are being made to clarify and separate accountabilities for the Art Centre from the more general responsibilities for the University's art collections and policies that govern them. As currently structured, the Board is assigned responsibility for matters over which it does not have jurisdiction, including collections outside those of the Art Centre and University College. Furthermore, the Board is assigned responsibility for matters such as maintaining and securing works that are on loan to University offices. Staff in the Art Centre as a result have their work expanded to support the Board in these responsibilities. These additional activities were to be coordinated through the University Art Committee, but it has not met since the 2001 Terms of Reference were established, as its structure was not workable. As structured, there are minimal formal links between the activity of the Art Centre and the academic divisions, although significant informal linkages have developed.

The proposed new Terms of Reference clearly provide a focus for the Art Centre Board in the oversight of the Art Centre itself. These responsibilities are set consistent with the *Provost's Statement on the Role of Advisory Bodies*<sup>1</sup>. Responsibilities with regards to the broader mandate will be returned to the University Art Committee, draft terms of reference for this committee are included as Appendix C. An academic advisory committee for the Art Centre has been established by the Principal of University College to facilitate the coordination of the Art Centre with the academic activities of the University. The Art Centre's purpose remains unchanged from the previous terms of reference, and the Board's role remains one of support to the administration in fulfilling the mission of the Art Centre to promote, enhance and support the academic purpose of the University through its exhibitions, programming and services.

Highlights of the revised Terms of Reference for the Board include:

- The Board functions as an advisory board to the President through the Vice-President and Provost and the Principal of University College on matters concerning the oversight of the University's works of art in the Art Centre collections, and the operations of the Centre in all its aspects.
- The Board is expected to monitor the Art Centre's strategic direction and priorities to ensure that the activities of the Centre are reflective of the strategic plans and that the purpose of the Centre is being fulfilled. The Board advises on the administration of the Centre, though responsibility for the management and operational decisions of the Centre lies with the Director, who reports to the Principal of University College. The Board's focus is on issues of strategy and direction, reviewing objectives for the administrators of the Centre, and ensuring they are accountable for meeting objectives and priorities.
- The Board is the University's advisory group on the level of interchange between the University and the larger arts-related context of the region, as consistent with the strategic plans for the Art Centre.
- The composition of the Board is essentially the same though the exact number of appointments made respectively by the Provost, Principal, and Board Chair has been left more fluid. A nominating procedure for appointing members to the Board has been included, which parallels that of other advisory boards at the University. Board members are to be recommended to the President, who makes the appointments – the previous Terms did not provide for a clear appointing authority for the Board.
- The University Art Committee, which in 2001 had been brought under the Art Centre Board but which did not meet, is re-activated to function in a broad policy role for art collections across the University, including the Scarborough and Mississauga campuses.

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<sup>1</sup> <http://www.provost.utoronto.ca/policy/advisorybodies.htm>

**FINANCIAL AND/OR PLANNING IMPLICATIONS:**

Changes to the terms of reference have no direct implication on financial or physical resources. The development of a strategic plan for the Art Centre for the next decade, as set out in the first recommendation of the review committee report, will engage members of the Board and relevant academic units.

The review also recommended that consideration be given to off-site storage, the appointment of an educational program coordinator, and the creation of a business plan to allow for the art in the collections to be more widely enjoyed by members of the University community. Any space or resource implications will be brought forward for appropriate administrative or governance approvals.

**RECOMMENDATION:**

THAT the proposed Terms of Reference for the University of Toronto Art Centre Board, a copy of which is attached hereto as Appendix A be approved, replacing the Terms of Reference – University of Toronto Art Centre Board, as originally approved by the Business Board on January 15, 2001.

Terms of Reference – University of Toronto Art Centre Board – revised DRAFT June 8, 2007

# Terms of Reference University of Toronto Art Centre Board

## REVISIONS – DRAFT

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### Terms of Reference

#### **Purpose**

The purpose of the University of Toronto Art Centre is to assist the University in fulfilling its academic mission of becoming an internationally significant research university with undergraduate, graduate and professional programs of excellent quality.

#### **Composition of Board**

The University of Toronto Art Centre Board shall be composed of no fewer than 12 and no more than 18 appointed members, to be appointed by the President, on the recommendation of a nominating committee made up of the Chair of the Board, the Vice-President and Provost, and the Principal of University College.

In addition, the Provost, or a Deputy Provost or Vice-Provost designated by him or her from time to time, and the Principal or his or her nominee shall be *ex officio* voting members of the Board.

## **Terms of Office and Vacancies**

The term of office of the Chair and appointed members shall normally be three years, renewable for one additional term or, if appropriate, for one or two years. The appointed members shall be appointed and shall retire in rotation and one-third of the appointed members shall retire from office in each year, but shall be eligible for re-appointment. Consecutive terms of service shall not normally exceed six years.

The nominating committee, made up of the Vice-President and Provost or his or her designate, the Principal of University College or his or her nominee, and the Chair of the Board shall, not later than the 30<sup>th</sup> day of June in each year, (i) review the membership of the Board in light of any vacancies and the retirements in that year; and (ii) make recommendations to the President as to the appointments and/or re-appointments of members.

## **Chair**

There shall be a Chair of the Board, who shall be a voting member thereof, to be appointed by the President on the advice of the Provost and the Principal.

## **Officers**

The Board shall appoint a Secretary and may appoint a Vice-Chair and such other officers as it may deem necessary, any of whom may but need not be members of the Board, except that the Vice-Chair shall be a member thereof.

## **Assessors**

The Director of the Centre, the University Art Curator, the Curator of the Malcove Collection and such other curators or staff as may serve the Centre from time to time shall be assessors to the Board.

## **Director**

The Director of the Centre shall be appointed by the Vice-President and Provost based on the advice of a search committee which is established by the Provost, and which includes the Principal and the Chair of the Board, or their designates. The Principal, with input from the Board as appropriate, shall undertake normal supervisory administrative responsibilities with respect to the Director, including performance reviews, salary determination, expense report authorizations and the implementation of applicable University policies and procedures. The Director shall be responsible for the strategic planning, programming, financial management and staffing of the Centre. The Director shall not be a member of the Board.

The Director shall supervise the work of (i) the University Art Curator; (ii) the Curator of the Malcove Collection with relation to that Collection and the Centre; and (iii) the other curators and staff of the Centre. Subject to the prior approval of the Principal, and in accordance with applicable University policies and procedures, the Director may engage, determine the duties of and dismiss members of the administrative staff of the Centre.

## **Honorary Appointments**

The Board may from time to time appoint deserving individuals to be Honorary Trustees or Honorary Patrons of the Centre.

## **Remuneration and Expenses**

The Board members shall serve without remuneration for the performance of their duties as such but may be reimbursed for expenses reasonably and actually incurred in the course of the execution of their duties.

## **Responsibilities of the Board**

The Board shall advise the President through the Provost and the Principal on matters concerning the oversight of (i) the University's works of art, and (ii) the operations of the Centre in all its aspects. In particular, the Board, or a committee of the Board having delegated authority to act on its behalf, shall:

- (a) on a regular basis review and provide advice on the mission statement of and strategic direction and priorities for the Centre;
- (b) monitor the performance of the management of the Centre in relation to the strategic direction and approved policies and plans;
- (c) advise on the administration of the Centre;
- (d) engage in public relations, marketing and external relations on behalf of the Centre;
- (e) assist in the raising of funds for the Centre in accordance with the University's applicable policies and procedures, as amended from time to time;
- (f) advise on capital and operating budgets for the Centre;
- (g) review the annual financial statements of the Centre and monitor its financial operations and condition;
- (h) make recommendations to the President, through the Vice-President and Provost, on matters which require action by the President or the approval of the Governing Council or a board or committee thereof, including recommendations for the adoption of policies or changes in existing University policies affecting its works of art or the Centre, having long-term or University-wide implications;
- (i) advise on policies to be set by the Governing Council and its boards and committees with respect to (i) the University's works of art, and (ii) the Centre and its operations.

## **Responsibilities of the Board (cont'd)**

Notwithstanding the foregoing, the Board shall not have responsibility for any aspect of the works of art of or in the collections and galleries of other University divisions, including Hart House.

## **Procedures, Quorum and Committees**

The Board shall meet at the call of the Chair, normally on a quarterly basis. A quorum of the Board shall be a majority of its members in office. The Board may establish committees to study, recommend upon or discharge specific functions and to review the implementation of policies on behalf of the Board. The Board may determine the rules and procedures to regulate the exercise of its powers and the discharge of its duties and the calling and conduct of its meetings and those of committees appointed by it, including the quorum of any such committee. The Board may appoint to any committee persons who are not members of the Board, provided that the Chair and a majority of the members of each committee shall be members of the Board and that the quorum for the transaction of business at a meeting of any committee shall include a member of the Board.

In preparation for meetings of the Board, the Chair of the Board, the Principal of University College, and the Director of the University of Toronto Art Centre shall normally meet on a quarterly basis to review, gather information about, and ensure coordination with the academic activities of the Centre.

## **Reporting**

The Board shall report to the President through the Provost and the Principal.

## **Fiscal Year**

The fiscal year of the Board shall end on the 30th day of April in each year.

## **Repeal**

The Terms of Reference of the University of Toronto Art Centre Board dated February 8, 2001, are hereby repealed and superceded.

# Terms of Reference University of Toronto Art Centre Board

~~February 8, 2004~~

To request an official copy of this policy, contact:

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## Terms of Reference

### Centre and Board

~~The "University of Toronto/University College Art Gallery", located in the Laidlaw Wing of University College, was named in Appendix "B" to Report No. 68 of the Business Board of The Governing Council of the University of Toronto dated May 23<sup>rd</sup>, 1995, and a board of trustees to oversee the management of its affairs was thereby established, with the name "University of Toronto/University College Gallery Board". The name of the Gallery was changed to "University Art Centre" and the name of the Board was changed to "University Art Centre Board" under the authority of the President of the University, as reported to the Business Board at its meeting held on September 3<sup>rd</sup>, 1996. The name of the Centre is hereby further changed to "University of Toronto Art Centre" ("Centre") and the name of the Board is hereby further changed to "University of Toronto Art Centre Board" ("Board"). The Centre and the Board are hereby continued upon the terms set out herein. [information moved to cover memo]~~

### Purpose

The purpose of the Centre is to assist the University in fulfilling its academic mission of becoming an internationally significant research university with undergraduate, graduate and professional programs of excellent quality.

### Composition of Board

~~The University of Toronto Art Centre Board shall be composed, in part, of not fewer than 12 and not more than 18 appointed members, to be appointed by the President, on the recommendation of a nominating committee made up of the Chair of the Board, the Vice-President and Provost, and the Principal of University College as follows:~~

~~(a) one third of such members, by the Vice President and Provost of the University ("Provost") in consultation with the Chair of the Board;~~

~~(b) one third of such members, by the Principal of University College ("Principal") in consultation with the Chair of the Board; and~~

~~(c) one third of such members, by the Chair of the Board in consultation with the Provost, the Principal and the other members of the Board in office.~~

~~The number of members to be so appointed from time to time shall be (i) evenly divisible by three; and (ii) determined by the Chair of the Board in consultation with the Provost, the Principal and the other members of the Board in office.~~

In addition, the Provost, or a Deputy Provost or Vice-Provost designated by him or her from time to time, and the Principal or his or her nominee shall be ex officio voting members of the Board.

~~The members of the Board may be known and are sometimes referred to hereinafter as trustees.~~

~~The trustees to be appointed by the Provost shall be members or former members of the University community.~~



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### **Assessors** *[section now follows Officers section]*

The Director of the Centre, the University Art Curator, the Curator of the Malcove Collection and such other curators or staff as may serve the Board-Centre from time to time shall be assessors to the Board.

### **Chair** *[section now follows Terms of Office and Vacancies section]*

There shall be a Chair of the Board, who shall be a voting member thereof, to be appointed by the President on the advice of the Provost and the Principal.

### **Terms of Office and Vacancies**

The term of office of the Chair and appointed ~~trustees-members~~ shall normally be three years, renewable for one additional term or, if appropriate, for one or two years. The appointed ~~trusteesmembers-~~ shall be appointed and shall retire in rotation and one-third of the appointed ~~trusteesmembers~~ shall retire from office in each year, but shall be eligible for re-appointment. Consecutive terms of service shall not normally exceed six years.

~~A trustee shall continue in office until his or her successor is appointed. Any vacancy among the appointed trustees may be filled by a person appointed by the authority who appointed the trustee whose office became vacant, and the person so appointed shall hold office for the remainder of the term of that trustee.~~

The nominating committee, made up of the Vice-President and Provost or his or her designate, the Principal of University College or his or her nominee, and the Chair of the Board shall, not later than the 30<sup>th</sup> day of June in each year, (i) review the membership of the Board in light of any vacancies and the retirements in that year; and (ii) make ~~determinations-recommendations~~ to the President as to the ~~appropriate~~ appointments and/or re-appointments of ~~trusteesmembers~~.

### **Officers**

The Board shall appoint a Secretary and may appoint a Vice-Chair and such other officers as it may deem necessary, any of whom may but need not be members of the Board, except that the Vice-Chair shall be a member thereof.

### **Director**

The Director of the Centre shall be appointed by the Vice-President-President and Provost based on the advice of recommendation of the Provost and the Chair of the Board, following a

~~search by~~ a search committee which is established by the ~~Board with the approval of the~~ Provost and which includes the Principal and the Chair of the Board, or their designates. ~~The Board shall oversee the work of the Director in matters of programmes, exhibitions, financial planning, budget preparation, financial reporting and the like.~~ The Principal, with input from the Board as appropriate, shall undertake normal supervisory administrative responsibilities with respect to the Director, including performance reviews, salary determination, expense report authorizations and the implementation of applicable University policies and procedures. ~~The Principal shall consult with the Provost and the Chair of the Board with respect to the performance and compensation of the Director. The Director shall be responsible for the strategic planning, programming, financial management and staffing of the Centre.~~ The Director shall not be a member of the Board.

The Director shall supervise the work of (i) the University Art Curator; (ii) the Curator of the Malcove Collection with relation to that Collection and the Centre; and (iii) the other curators and staff of the Centre.

Subject to the prior approval of the Principal, ~~in consultation with the Chair of the Board~~ and in accordance with applicable University policies and procedures, the Director may engage, determine the duties of and dismiss members of the administrative staff of the Centre.

## **Remuneration and Expenses**

The ~~trustees and officers other than the Director~~ Board members shall serve without remuneration for the performance of their duties as such but may be reimbursed for expenses reasonably and actually incurred in the course of the execution of their duties.

## **Responsibilities of the Board**

~~Except in respect of matters which require action or approval by the President, a Vice-President, the Principal, the Governing Council or any board or committee thereof, the Board shall function like a board of trustees of an independent charitable corporation and shall have responsibilities~~ The Board shall advise the President through the Provost and the Principal on ~~for all~~ matters concerning the oversight of ~~the management and administration of~~ (i) the University's works of art, and (ii) the operations of the Centre in all its aspects. In particular, the Board, or a committee of the Board having delegated authority to act on its behalf, shall,

(~~ja~~) ~~implement or see to the implementation of~~ advise on policies to be set ~~and directions given~~ by the Governing Council and its boards and committees with respect to (i) the University's works of art, and (ii) the Centre and its operations;

(~~hb~~) make recommendations to the President, through the Vice-President and Provost, on matters which require action by the President or the approval of the Governing Council or a board or committee thereof, including recommendations for the adoption of policies or changes in existing University policies affecting its works of art or the Centre, having long-term or University-wide implications;

~~(c) make and keep under review policies relating to the University's works of art and all the functions of the Centre which are not governed under (a) above; [moved to University Art Committee terms of reference]~~

~~(da) define from time to time on a regular basis, periodically review and publish review and provide advice on the mission statement of and strategic plans direction and priorities for the Centre;~~

~~(e) subject to an appeal to the President, review and approve, on the advice of the Director, the University Art Curator and/or the University Art Committee, the acquisition and deaccessioning of the University's works of art, in accordance with the University's Collections Guidelines for Acquisitions, Deaccessioning & Disposal of Works of Art (December, 1986, as received for information by the Committee on Campus and University Affairs at its meeting held on June 2<sup>nd</sup>, 1987), as they may be amended from time to time by or under the authority of the President on the recommendation of the Board; [moved to University Art Committee terms of reference]~~

~~(f) subject to an appeal to the President, monitor the conditions under which works of art are kept in the University and make decisions and recommendations as are necessary for their care and preservation; [moved to University Art Committee terms of reference]~~

~~(fg) review and recommend for approval advise on capital and operating budgets for the Centre; The Principal will be responsible for securing any needed University approvals;~~

~~(gh) review the annual financial statements of the Centre and monitor its financial operations and condition on a continuous basis;~~

~~(bi) monitor the performance of the management of the Centre in relation to the strategic direction and approved policies and plans;~~

~~(ej) assist in the raising of funds for the Centre in accordance with the University's applicable policies and procedures, as amended from time to time;~~

~~(ck) see to advise on the administration of the operations of the Centre;~~

~~(d) engage in public relations, marketing and external relations on behalf of the Centre; including schedules of exhibitions, hours, admissions, loans, admission fees, rental fees, publications, volunteers, docents, public relations, marketing and the like; and~~

~~(l) see to the proper receipting of donated works of art and certification of cultural property.~~

Notwithstanding the foregoing, the Board shall not have responsibility for any aspect of the works of art of or in the collections and galleries of other University divisions, including Hart House.



## Procedures, Quorum and Committees

The Board shall meet at the call of the Chair, normally on a at least quarterly basis. A quorum of the Board shall be a majority of its members in office. The Board may establish committees to study, recommend upon or discharge specific ~~administrative~~ functions and to ~~oversee review~~ the implementation of policies on behalf of the Board, ~~and may delegate to any committee the power to act and make decisions on behalf of the Board~~. The Board may determine the rules and procedures to regulate the exercise of its powers and the discharge of its duties and the calling and conduct of its meetings and those of committees appointed by it, including the quorum of any such committee. The Board may appoint to any committee persons who are not members of the Board, provided that the Chair and a majority of the members of each committee shall be members of the Board and that the quorum for the transaction of business at a meeting of any committee shall include a member of the Board.

In preparation for meetings of the Board, the Chair of the Board, the Principal of University College, and the Director of the University of Toronto Art Centre shall normally meet on a quarterly basis to review, gather information about, and ensure coordination with the academic activities of the Centre.

### **Honorary Appointments** *[section moved to follow Director section]*

The Board may from time to time appoint deserving individuals to be Honorary Trustees or Honorary Patrons of the Centre.

## Reporting

The Board shall report to the President through the Provost and the Principal.

### **University Art Committee** *[moved to separate University Art Committee terms of reference]*

~~The University Art Committee is continued as a committee advisory to the President, the Board, the Director and the University Art Curator. The Committee shall be composed of the Heads of the Federated Universities, the Principals of University College, Erindale College and Scarborough College, the Deans of the School of Graduate Studies and the Faculty of Architecture, Landscape and Design, the Chair of the Department of Fine Art, the Warden of Hart House, the Assistant Vice President, Operations & Services, the Chair of the Board and the Director, and such other members as may from time to time be designated by the Chair of the Board. The Committee shall meet at least annually at the call of Director, who shall act as Chair of its meetings.~~

~~The Committee may,~~

~~advise on broad policy matters respecting the University's works of art, including matters relating to the acquisition, deaccessioning, borrowing, lending, conservation, preservation, security and protection of works of art, whether held in the Centre or in the other units and divisions of the University;~~

- ~~a. recommend procedures designed to assist the units, divisions and the Centre in the appraisal, acquisition, registration, care and siting of donated or purchased works of art;~~
- ~~b. with the assistance of the University's Director of Risk Management & Insurance, advise on appropriate levels of insurance for the University's works of art; and~~

~~advise the President and the Board on possible uses of the University's works of art and of the Centre to advance the academic and research mission of the University. The University Art Curator and the Curator of the Malecove Collection shall be assessors to the Committee.~~

~~The Committee shall report annually to the President and the Board, through the Director.~~

~~The Terms of Reference and responsibilities of the former Art Committee of the University are hereby rescinded and superceded, and such responsibilities are hereby transferred to the Board, subject to these Terms of Reference.~~

### **Fiscal Year**

The fiscal year of the Board shall end on the 30th day of April in each year.

### **Repeal**

The ~~Constitution and~~ Terms of Reference of the University of Toronto/~~University College Gallery Board and of the University~~ Art Centre Board dated February 8, 2001, are hereby repealed and superceded.

## DRAFT

### Terms of Reference

## University of Toronto University Art Committee

The University Art Committee is a committee advisory to the President of the University of Toronto.

The Committee shall comprise the heads of University of Toronto divisions with art galleries and collections, the heads of the Federated Universities, and the Chair of the Art Centre Board, or their designates. The curators and directors of all galleries and collections at the University of Toronto shall be assessors to the Committee.

The Committee shall meet at least annually at the call of the Vice-President and Provost or designate, who shall act as Chair of its meetings.

The Committee may

- (a) advise on broad policy matters respecting the University's works of art, including matters relating to the acquisition, de-accessioning, borrowing, lending, conservation, preservation, security and protection of works of art, wherever held in units and divisions of the University;
- (b) recommend procedures designed to assist the divisions and units in the appraisal, acquisition, registration, care and siting of donated or purchased works of art;
- (c) with the assistance of the University's Director of Risk Management & Insurance, advise on appropriate levels of insurance for the University's works of art;
- (d) advise the senior administration of the University on possible uses of the University's works of art to advance the academic and research mission of the University;
- (e) subject to an appeal to the President, review and approve policies for the acquisition and de-accessioning of the University's works of art, in accordance with the University's Art Collections Policy, as amended from time to time by or under the authority of the President; and
- (f) subject to an appeal to the President, monitor the conditions under which works of art are kept in the University and make recommendations as are necessary for their care and preservation.

There shall be an Outdoor Art Subcommittee which shall have responsibility for giving advice on policy and priorities related to outdoor art.

The Committee shall report annually to the President, through the Vice-President and Provost.

**Attachment A**

**Membership of the University Art Committee.**

The Committee shall be composed of the heads of University of Toronto divisions with art galleries and collections, the heads of the Federated Universities, and the Chair of the Art Centre Board, or their designates, as follows:

**Heads of the Federated Universities:**

- President, University of St. Michael's College
- President, Victoria University
- Provost and Vice-Chancellor, University of Trinity College

**Heads of Units with Art Collections:**

- Vice-President and Principal, University of Toronto at Mississauga
- Vice-President and Principal, University of Toronto at Scarborough
- Vice-President, Business Affairs
- Dean, Faculty of Arts and Science
- Dean, Faculty of Architecture, Landscape and Design
- Principal, University College
- Chief Librarian, University of Toronto Libraries
- Warden, Hart House

**Presidential Appointees:**

- the Vice-President and Provost
- the Chair of the Board of the University of Toronto Art Centre
- the Chair of the Department of Art
- such other members as may from time to time be designated by the President.

The Committee shall meet at least annually at the call of the Vice-President and Provost or designate, who shall act as Chair of its meetings.