

Regional Arts Network Terms of Reference

Background

Regional Arts WA is the peak Western Australian body for regional arts and culture, and a member of Regional Arts Australia – a national arts network.

Recognising the geographic challenge of servicing a state the size of Western Australia, Regional Arts WA initiated the Regional Arts Network to become an avenue where the sector can connect, collaborate and share information across the state.

The Regional Arts Network originated with organisations that were in a Hub service agreement with Regional Arts WA. As the Network evolves, it will extend its membership to those outside the current Hub organisations.

The Regional Arts Network is dependant on a long-term relationship between Regional Arts WA and its Network members.

Purpose

The Regional Arts Network is a sustainable and thriving ecosystem of connected creative regional communities that engage with their local community, local governments, and key stakeholders to drive state-wide collaborative projects and conversations.

The purpose of the Regional Arts Network is to connect, collaborate and share information across the state to strengthen the regional arts sector.

Objectives

- Act as an information and resource sharing forum between the Network members.
- Identify areas where regional arts advocacy is required and develop strategies to effect positive change
- Work collaboratively to drive state-wide projects to benefit the sector as a whole

Membership

The Regional Arts Network was established by Regional Arts WA in 2019 through public expressions of interest for organisations representing a regional location to become Hubs in a service agreement with Regional Arts WA. Hubs were selected by an external panel of regional peers based on selection criteria.

All partnered Hubs are automatically members of the Network. Organisations outside the Hub partnership model who are interested in becoming active members of the Regional Arts Network are encouraged to apply.

The existing Regional Arts Network members will select new members outside of the Hub process in conjunction with Regional Arts WA.

The membership review process will focus on the regional spread of the Network, organisations with a strong willingness and capacity to drive state-wide projects, and the skills and expertise desired by the Network members.

Commitment

Members of the Regional Arts Network will:

- Agree to the Regional Arts WA Code of Conduct

- Have an organisational representation for both a decision-making authority (e.g. CEO or Board Members) and delivery-focused member (e.g. Coordinator). Depending on the structure of the organisation, this may be the same person.
- Provide consistent representatives to participate in all meetings, including:
 - Executive: bi-monthly strategic planning meeting and membership review process
 - Network Coordinator: weekly WIPs (Thursday's 1pm), which are action-driven
 - Both: annual face-to-face forum and ad-hoc meetings with RAWA as required
- Actively participate in conversations, including contributing the Agendas and sharing Chair responsibilities
- Commit to delivering against the collective decision of the Network (i.e., 75% of membership consensus)
- Promote information on regional arts projects relevant to their local networks
- Identify and contribute to state-wide driven projects through the Network program design cycle
- Contribute to online Regional Arts Network platforms determined by Regional Arts WA (i.e. TEAMS and Monday.com)
- Connect with Network members when travelling cross-regionally
- Be part of the EOI Membership Review Processes
- Actively work to support the growth and sustainability of the Network, including being part of the Regional Arts Network evaluation where relevant

Regional Arts WA will provide:

- Administrative support for Network meetings
- A platform to share information, resources and communicate (Teams)
- A platform to project manage and record information (Monday.com)
- In-kind support for Network driven collaboration
- Where budget and capacity allow professional development opportunities to build capacity and leadership amongst Network members

Intellectual Property

The Regional Arts Network will handle confidential and sensitive personal, commercial or political information and must ensure that such information is not disclosed in any way without clear authorisation from Regional Arts WA and the Network members.

Any intellectual property arising directly from the Network will be jointly and equally owned by all members. Members will be free to use the IP as they see fit and in line with the spirit of Network objectives. Any intellectual property arising directly from a Network member sits with the organisation itself.

Frameworks created by the Network will be provided to the sector as best practice models.

Meetings

- Weekly WIP Coordinator Meetings every Thursday, 1pm (action-driven)
- Bi-monthly Executive Meetings (strategic planning)
- An annual face-to-face meeting (collaborative projects)
- Membership Review Processes

Note: Members are required to be on time and to send apologies at least two days prior to the meeting to respect the time of the other members

Chairperson

- Each Network member will act as Chair following a roster provided
- The chairperson is to liaise with the Network and Regional Arts WA to build the Agenda seven days prior to the meeting

- The chairperson will ensure each member has an opportunity to contribute to the conversation

Decision making

- Regional Arts WA is both the administrator and member of the Regional Arts Network
- The Regional Arts Network have the authority to make decisions in consensus with its members. However, as the Network is not an entity and sits as part of an initiative of Regional Arts WA, Regional Arts WA has final authority to ensure it aligns with the organisation's Code of Conduct and strategic intent.
- Regional Arts WA media releases relating to Regional Arts Network outcomes do not require approval from the Network members
- Use of the Network branding stamp must be approved by Regional Arts WA
- Any items mentioning the Regional Arts Network will have the following acknowledgements:
The Regional Arts Network is a Regional Arts WA initiative, proudly supported by the Minderoo Foundation and The Ian Potter Foundation, and with funding from the Australian Government's Regional Arts Fund.

Code of Conduct

- Members of the Network must agree to Regional Arts WA's Code of Conduct

Terms of Reference

The Terms of Reference will be reviewed by Network Executive in April 2021 and then reviewed annually to determine if the core purpose is still being met or if any changes or additions should be made.

Created: February 2020

Updated: April 2021 (v2) – not confirmed

Review: April 2022