



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

Arts Forum: Recruitment of Volunteer Members

Be part of shaping Fermanagh and Omagh District Council's approach to developing arts.

We are looking for a number of dedicated individuals to join Councillors on the Arts Forum for a 3 year term. The Forum will meet quarterly with meetings anticipated to last two hours.

The Forum is established to provide advice and support in the development of arts across the district including programming, venues, projects and funding. Specific responsibilities are detailed below.

We are looking for people that:

- are aged 16 or over;
- are actively engaged in, have an interest in and knowledge of the arts;
- are willing to work as part of a team;
- are responsible, reliable and committed;
- be willing to support Fermanagh and Omagh District Council's Equal Opportunities and Good Relations commitment.

The full Terms of Reference for the Arts Forum can be found below.

Interested?

To become a member of the Forum, complete the brief application form attached to this document. You must return it **by 3pm, Friday 1 November 2019**.

You can return the form in the following ways:

1. By post

Your Expression of Interest form should be addressed to:

Arts Forum
FAO Arts Manager
Fermanagh and Omagh District Council
Townhall
2 Townhall Street
Enniskillen

Co Fermanagh
BT74 7BA

2. By hand

You should mark your envelope **Arts Forum: FAO Arts Manager** and leave it at the **Townhall in Enniskillen** (address above) or the **Strule Arts Centre, Townhall Square, Omagh, BT78 1BL**.

3. Electronically

You can e-mail your completed application to culture@fermanaghomagh.com titling the e-mail 'Arts Forum application'.

Queries

Please email any queries regarding membership of the Arts Forum to the Arts Manager, Bryony May – bryony.may@fermanaghomagh.com – by 3pm on Wednesday 30 October 2019.

What happens next?

Applications will be assessed by Council Officers against the criteria of skills, expertise and knowledge relevant to the purpose and functions of the Forum.

Additional criteria, e.g. geographical spread of applicants, may also be applied and taken into account.

Individuals whose applications for membership are recommended by Council Officers will be passed for approval to the Regeneration and Community Committee and Fermanagh and Omagh District Council.

The next meeting of the Forum will take place on **Wednesday 27 November 2019** at the Ardhoven Theatre, Enniskillen. New members will be invited to an induction session prior to this meeting. This is provisionally scheduled for **Thursday 21 November 2019** at the Strule Arts Centre, Omagh. Both sessions will take place in the evening.



Arts Forum: Specific Responsibilities

1. Arts Gatherings
 - Co-organise events with arts team
 - Identification of guest speakers / topics
 - Promotion & marketing of events

2. Visual Arts programme
 - Advise on application to Strule Arts & pop-up gallery programme exhibitions

3. Guest speakers
 - Research, source, recommend & book guest speakers for each Arts Forum meeting

4. Programming product
 - Research & identification of artistic product (performances, workshops, masterclasses)

5. Supporting external links to wider cultural context
 - Identify & support opportunities to enhance programme through links to wider cultural context e.g. Culture Night, European Heritage Open Night, Science Week, Craft Month, cultural tourism etc.



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Arts Forum

Application Form

Name	Enter name here	Telephone	Enter number here.
Address	Address Line 1	Mobile	Email number here
	Townland	E-mail	Enter e-mail here
	Town		
	County		
	Postcode		

Briefly tell us about any previous and current relevant experience / interest / knowledge of the arts including your art form / area of interest; the relevant skills (e.g. networks, lobbying & advocacy) that you would bring to the Forum; and state why you would be interested in becoming a member of the Forum.

You must demonstrate that you are actively engaged in the arts within the district.

Enter text here

Please continue on a separate sheet if necessary

Arts Forum

Terms of Reference

1. Purpose, Definitions, Functions and Authority

1.1 **The purpose** of the Forum is to provide support to Officers of Fermanagh & Omagh District Council on matters related to the Arts.

It is expected that the Forum will provide Officers and Council with:

- 1.1.1 Access to expertise and knowledge
- 1.1.2 Expanded networks
- 1.1.3 Advocacy and lobbying

1.2 With reference to the Forum, Arts shall include a diverse range of human activities in creating visual, auditory or performing artifacts (artworks), expressing the author's imaginative or technical skill, intended to be appreciated for their beauty or emotional power

- 1.2.1 Within this broad definition, the primary focus of the Forum will be arts development across the district

1.3 **The function** will be conducted through meetings of the Forum and is to provide relevant and appropriate advice and support to the Officers of Fermanagh and Omagh District Council.

1.4 **The authority** of the Forum is limited to the purpose (1.1) and to the function (1.3). The Forum has no authority other than that described in the Terms of Reference as accepted by Fermanagh and Omagh District Council.

2. Membership, Appointment, Tenure and Chair

2.1 **Membership** of the Forum will be:

2.1.1 At least five Councillors of Fermanagh and Omagh District Council.

2.1.2 At least ten volunteers with a demonstrable knowledge of and interest in the arts, culture and/or heritage.

2.2 **Appointment** to the Forum will normally be;

2.2.1 for **Councillors** - nomination at the Annual General Meeting of Fermanagh and Omagh District Council.

2.2.2 For **volunteers** - an open call for individual members made not less than once every three years.

2.2.2.1 Individuals wishing to join the Forum will be asked to take part in an application process.

2.2.2.2 Applications will be assessed by Officers of the council against the following criteria of skills, expertise and knowledge relevant to the purpose and functions of the Forum.

2.2.2.3 Individuals whose applications for membership are recommended by Officers of the Council will be passed for approval to the Regeneration and Community Committee.

2.2.2.4 Where there is an identified skills gap with respect to the purpose of the forum that may limit its ability to discharge its functions, Officers of the Council may recommend an individual to the Regeneration and Community Committee for co-option to the Forum.

2.3 The **normal term** for membership of the Forum is one year for Councillors and three years for individuals (selected and co-opted).

2.3.1 Councillors may year on year be re-nominated by Council with no maximum number of tenures.

2.3.2 On completion of a 3 year term, individuals may apply for re-selection.

2.4 The **Chair** of the Forum will be responsible for ensuring that business is conducted effectively at meetings of the Forum.

2.4.1 The Chair will be elected from the members of the Forum at the first meeting of the Forum of the calendar year and will serve until the first meeting of the Forum in the next calendar year.

2.4.2 An outgoing Chair on completion of term may be re-elected.

3. Frequency of Meetings, Quorum and Normal Business

3.1 There will be a minimum of two meetings per year, scheduled quarterly.

3.2 Quorum for the meeting shall be at least 25% of the membership of the Forum.

3.3 The normal business of the Forum will include receiving for note reports, draft documents, verbal updates/briefings and appraisals from staff relevant to the purpose and function of the Forum.

4 Administrative Support and Communication

4.1 Fermanagh and Omagh District Council staff will provide secretariat support to the Forum to include:

- Draft minutes for approval
- Draft Agenda for approval by Chair
- Relevant reports, papers and documents

4.2 The principal points of contact between Fermanagh and Omagh District Council staff and the Forum is the Chair of the Forum to the Arts Manager of Fermanagh and Omagh District Council.

4.3 The Arts Forum will report to the Regeneration and Community Committee of Fermanagh and Omagh District Council.