

Temporary Exhibitions Planning Group

Terms of Reference

January 2015

The Temporary Exhibitions Planning Group oversees the selection and planning of temporary exhibitions at Dorset County Museum.

The Temporary Exhibitions Planning Group will make recommendations for final approval by the Board of Trustees in the following areas:

- Forward planning of a temporary exhibition programme for the Dorset County Museum
- Evaluation of the temporary exhibitions programme
- Monitoring and updating the Temporary Exhibitions Policy and ensuring compliance

Circulation of Minutes

- All meetings of the Temporary Exhibitions Planning Group shall be minuted. These will be circulated to the Board for approval.

Composition

- The Temporary Exhibitions Planning Group shall comprise three Trustees selected from the Board of Trustees (including one member drawn from the Finance Working Group) plus the Executive Director attending ex-officio. These Trustees will serve for a term of three years, renewable once consecutively, and one of whom will be appointed by the Board to chair the meeting.
- The Collections Manager, Assistant Collections Manager and Marketing Manager are also entitled to attend the Temporary Exhibitions Planning Group ex-officio.
- The Temporary Exhibitions Planning Group is also entitled to co-opt relevant experts for clearly defined roles and terms of service as it sees necessary.

Arrangement of Meetings

- The Temporary Exhibitions Planning Group shall meet four times a year.

Memberships in effect of October 2015:

Trustees – Paul Atterbury
Peter Foster
Max Hebditch

Marketing Manager – Mark North
Collections Manager – Jenny Cripps
Assistant Collections Manager – Helen Sergeant

v. 2 – January 2015 revision