

# **MEMBERSHIP GUIDELINES**

## **BACKGROUND**

CAMDO-ODMAC serves as a convener and catalyst for directors who lead a diversity of visual arts institutions across Canada. The unique role played by CAMDO-ODMAC within the arts sector accounts for the organization's longevity (founded in 1964), record of continuous activity, and strong relevance to its membership. CAMDO-ODMAC provides the only forum for directors to engage in frank and open discussion of the opportunities, issues, and challenges they face in managing art institutions, entailed in promoting and fostering the visual arts be it locally, nationally and/or internationally.

CAMDO-ODMAC maintains an outward focus on the broad visual arts ecology while strengthening the capacity of its members to serve their publics. CAMDO-ODMAC believes passionately that art and artists enable people to better understand themselves and others. Art museum and gallery directors facilitate these encounters, understandings, and transformations. CAMDO-ODMAC aims to provide the tools, knowledge, insights, and connections that enable directors to be effective leaders, peers, and advocates for the sector at large.

## **ELIGIBILITY**

CAMDO-ODMAC is an organization of individuals. As such, membership rests with the individual rather than with the institution.

The Applicant is the director of an art institution in Canada (art museum, public gallery, foundation, university gallery) in Canada. Eligible applicants are paid professionals, qualified for their positions by a sufficient combination of relevant training, museum experience, demonstrated ability, and ethical behaviour, consistent with the CAMDO-ODMAC Ethics & Professional Practice Policy.

Directors of art institutions that are in the advanced planning stage or construction phase as well as interim directors may be eligible to become members, at the discretion of CAMDO-ODMAC's Board. Directors of art fairs and periodic art events are not eligible.

### **Director definition**

Art institution directors are responsible for their institutions' creative and strategic direction, decisions, and policies; programs and program budget; collections if applicable; and staff. Their title may vary depending on the history and organizational structure of the institution they lead.

### **Public art museum and gallery definition**

A Canadian art institution is a not-for-profit institution, or one component of a not-for-profit institution such as a university, regional or municipal centre, or cultural centre. The art institution has a mission focused on the presentation and interpretation of art. It seeks to engage the general public and numerous communities in regularly scheduled programs and exhibitions. Most, but not all, art institutions have permanent collections. The institution is administered by professional staff and governed by a body or department that holds legal and financial responsibility. The institution may also have volunteers who serve a variety of support functions. The institution's operations are governed by written policies in key areas. The art institution is open to the public for designated hours on a regular basis.

## **MEMBER BENEFITS**

- Participation in a professional network of art institution leaders with shared goals, experiences, practices, and challenges.
- Access to the Organization's Listserv in order to communicate rapidly and directly with colleagues.
- A dedicated website.
- Voting rights to vote for Board members and to vote on resolutions related to key issues.
- Access to news and information of importance to Canadian art museums and galleries.
- Access to CAMDO-ODMAC's membership directory, connecting members across Canada.
- Participation in annual member meetings involving keynote speakers, invited speakers from the Canadian government and other cultural organizations, discussions on key issues affecting the visual arts, visits to arts institutions and behind-the-scenes tours, etc.
- Access to shared resources (e.g., institutional policies and templates).
- Participation in discussion and development of best-practice guidelines.
- Access to a selection of current research of importance to the visual arts from a range of sources (e.g., UNDRIP, DEIA, governance, repatriation).
- Representation with relevant federal agencies, including Canada Council for the Arts and Canadian Heritage.
- Representation on the Visual Arts Alliance (VAAAV), and collaboration with art and museum organizations such as the Canadian Museums Association (CMA), Canadian Artists' Representation / le Front des artistes canadiens (CARFAC), Indigenous Curatorial Collective (ICCA), and Association of Art Museum Directors (AAMD) and others.
- Members have the option to take leave from the organization in conjunction with maternity or parental leave, and personal or sick leave.

## **MEMBER RESPONSIBILITIES**

- Respect and follow the CAMDO-ODMAC Ethics & Professional Practice Policy.
- Respect and support the CAMDO-ODMAC Bylaws and Strategic Plan.
- Contribute an annual membership fee according to the established fee schedule.
- Attend and participate in the yearly member meeting.
- Respect confidentiality within "closed" meeting sessions, and when requested to do so by other members.

- Volunteer to host meetings and events in their institution when appropriate. Contribute to the cost and logistics of organizing the meeting or event.
- Volunteer to serve on meeting planning committees, and ad hoc committees and task forces, when appropriate.
- Assist the Board and Executive Director whenever possible in meeting the objectives of the current Strategic Plan and Strategic Initiatives.
- Advise the Executive Director of their departure or impending departure from the institution they lead.
- Membership is non-transferable. Members may not appoint delegates to represent them in any CAMDO-ODMAC context.

## **APPLICATION PROCESS**

### **NOMINATIONS**

New member nominations are accepted throughout the year. The process, including the coordination of responses to inquiries, is managed by the Executive Director of CAMDO-ODMAC.

The Applicant must be nominated by two current CAMDO-ODMAC members (who may be Board members). A nomination takes the form of a written recommendation sent to the Executive Director in which the nominator explains how they know the Applicant, and supports their nomination and commitment to being a vital contributor to CAMDO-ODMAC membership.

Upon receiving nominations, the Executive Director will confirm the applicant has accessed the Application Form and Guidelines provided on the website and maintain contact to ensure that the application is forthcoming.

Application information will only be shared among the Executive Director, Board members, and Nominations and Membership Committee members.

### **APPLICATION CRITERIA:**

#### **Individual background & experience**

The Applicant will provide an up-to-date CV and short bio demonstrating professional qualifications.

#### **Institution Profile size and scope: Mandate, Reach and Relevance**

The Applicant will provide the institution's most recent annual report. If information on your institution's operating budget is not included in the annual report, please add this to your submission. In the case of university, municipal, and cultural centre art museums and galleries, it is the Applicant's responsibility to establish which parts, if any, of their operating budget are assumed by the larger entity of which they are a part. Institutional eligibility will be assessed on

the overall art institution program, and not restricted based on the operating budget. The operating budget is simply consulted to determine the level of membership fee.

Further to the annual report, the applicant will provide a description of the governance structure in place, and the number of staff members. It is expected that the institution would have at least one full-time equivalent paid position in addition to the Director. This information as well as the short bio should be provided in the Application Form.

A list of your institution's policies may also be requested at the Board's discretion.

*Exceptions to the above-mentioned criteria may be made at the discretion of the Board.*

## **ASSESSMENT PROCESS**

New member applications are assessed first by the Executive Director to ensure that applications are complete. Complete applications are then forwarded to the Nominations and Membership Committee for further review. Applications deemed successful by this committee will be recommended to the Board of CAMDO-ODMAC for final approval. Board members may request additional information of the Applicant and may also seek the advice of the Nominations and Membership Committee. Decisions on membership are the sole responsibility of the Board.

**The Board is committed to Equity, Diversity, and Anti-Racism, and encourages and supports art institution leaders who are members of historically underserved, marginalized or excluded communities.**

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## **NOMINATIONS AND MEMBERSHIP COMMITTEE**

The Nominations and Membership Committee includes the Past President who acts as Chair (unless the Chair is otherwise designated by the Board), as well as two additional members who volunteer to serve for a one-year term (renewable at the Board's discretion). Their role is an advisory one to the Board. They work closely with the CAMDO-ODMAC Executive Director to ensure that potential members are regularly identified, contacted, and nominated. They may also be asked to contact applicants in the case where questions or uncertainties arise in assessing applications. The Nominations and Membership Committee is expected to play a proactive role in identifying new members, particularly with regard to meeting initiatives related to diversity and inclusion set out in the Strategic Plan (2018-2023).

## **APPLICATION CHECKLIST**

To apply to become a member of CAMDO-ODMAC, please do the following:

1. Arrange for two nominations by current CAMDO-ODMAC members to be emailed directly to the Executive Director.
2. Submit:
  - Completed application form
  - An up-to-date CV demonstrating professional qualifications
  - Your institution's annual report
  - Operating budget information (**\*if not included in the annual report**)
  - A headshot photo

**Please submit all requested documents to:**

Catherine Lindquist

Executive Director, CAMDO-ODMAC

[clindquist@camdo-odmac.ca](mailto:clindquist@camdo-odmac.ca)