

Terms of Reference Advisory Group

1. Purpose

The Advisory Group supports the strategic development and delivery of The Exhibitions Group (TEG). Acting as a group of voluntary, non-trustee sector specialists, the Advisory Group advises on content, events, and exhibitions, ensuring sector relevance, inclusivity, and innovation.

2. Membership and Terms

- The Advisory Group comprises up to six voluntary members.
- Membership vacancies are publicly advertised and recruited by application process, with members being elected at the AGM.
- Members are elected for a term of three years.
- Members are not eligible to serve a second term.
- Members are eligible to be nominated as a Trustee, and their term as Advisory Group members will not affect their term as a Trustee.
- Retiring Trustees must not stand for election of the Advisory Group until 2 years have passed since their retirement.

3. Role and Responsibilities

Advisory Group members are expected to:

- Champion the aims of TEG and support its development as a sector-relevant initiative.
- Promote TEG and its events/membership through personal/professional networks. · Provide specialist advice and insight related to exhibitions, events, and online sector content, including sector developments.
- Support the TEG team, where possible, in the creation/suggestion of content and ideas for relevant and engaging online content, with a focus on inclusivity and sector-wide interest, across social media and communications, including the TEG newsletter, Instagram and LinkedIn.
- Support the planning and preparation of the annual Exhibitions Connect event, offering professional input into programme development and suggest speakers and venues for Exhibitions Connect.
- Represent the Advisory Group at TEG's quarterly Board meetings on a rotational basis and review meeting papers in advance.
- Participate in Working Groups as needed to progress specific strands of activity.
- The Advisory Group will make recommendations or offer feedback to the Board based on the above activity.
- The Advisory Group does not have any financial delegated authority.

4. Additional Opportunities

Members may also:

- Attend the Annual General Meeting (AGM)
- Attend approximately six planning meetings per year for the Exhibitions Connect events.
- Engage with TEG's wider work and strategic direction through ad hoc opportunities.

5. Meetings

- The Advisory Group meets quarterly, with additional working group meetings as needed.
- Meetings will be held virtually to ensure accessibility.
- TEG's administrator will schedule each of the Advisory Group meetings and manage the meeting invitations.
- The Advisory Group reports to the Board, providing regular updates on its activities and recommendations. A member of the Advisory Group will be designated on a rotating basis to undertake the following responsibilities:
 - Prepare and circulate the agenda in advance of the meeting
 - Chair the meeting and ensure that minutes are recorded and disseminated
 - Attend the subsequent Board meeting as the Advisory Group's representative
 - Provide a report to the Advisory Group following the Board meeting
- A member of the Consultancy Team or a Trustee will be present at each Advisory Group meeting to ensure continuity of communication between the Group and the Board.

6. Governance

- The Advisory Group operates in accordance with The Exhibitions Group.
- Members are accountable to the Board of Trustees and work collaboratively with TEG consultancy team and Trustees to uphold the values and strategic objectives of the organisation.

7. Members

1. Alexandra Kavanagh, National Gallery London
2. Mia Shirreffs, National Gallery of Ireland
3. Margie Houlston, National Museums Liverpool

8. Review

These Terms of Reference will be reviewed by the Advisory Group annually to ensure they remain relevant and effective.