

CAMDO-ODMAC MEMBERSHIP

Guidelines, Application Process, & Checklist

April 2019



Canadian Art Museum
Directors Organization

Organisation des directeurs
des musées d'art canadiens

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Canadian Art Museum Directors Organization
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PART 1: MEMBERSHIP GUIDELINES

BACKGROUND

CAMDO-ODMAC serves as a convener and catalyst for public art museum and gallery 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 running art institutions, and in collecting, presenting, and promoting the visual arts for all Canadians.

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 provides the tools, knowledge, insights, and connections that enable directors to be effective leaders, and advocates for the sector at large.

ELIGIBILITY

CAMDO-ODMAC is an organization of individuals. Membership rests with the individual rather than with the institution.

The Applicant will be the director of a public art museum or gallery in Canada. Eligible applicants will be 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 public art museums and art galleries that are in the advanced planning stage or construction phase may be eligible to become members, at the discretion of the Board. Directors of art fairs and periodic art events are not eligible. Acting Directors are not eligible to become members.

Director definition

Public art museum and gallery directors are responsible for their institutions' creative direction, decisions, and policies; programs and program budget; collection; 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 museum or gallery 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 museum or gallery 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 museums and galleries 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 museum or gallery is open to the public and researchers for designated hours on a regular basis.

MEMBER BENEFITS

- ✓ Participation in a professional network of art museum and art gallery 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 Canadian government 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 current research of importance to the visual arts (e.g., Canadian Holocaust-Era Provenance Research and Best Practice Guidelines Project or CHERP).
- ✓ Representation with relevant federal agencies, including Canada Council for the Arts and Canadian Heritage.
- ✓ Representation on the Visual Arts Alliance (VAAA), and art and museum organizations such as the Canadian Museums Association (CMA), Canadian Arts Coalition (CAC), Canadian Artists' Representation / le Front des artistes canadiens (CARFAC), and Association of Art Museum Directors (AAMD).
- ✓ 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.

PART 2: APPLICATION PROCESS

APPLICATION

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 will be nominated by two current CAMDO-ODMAC members (who may be Board members). A nomination takes the form of a brief email message to the Executive Director in which the nominator explains how they know the Applicant, and vouches for this individual's ethical behaviour and ability to carry out the responsibilities of CAMDO-ODMAC membership.

Upon receiving nominations, the Executive Director will send these Guidelines to the Applicant and maintain contact to ensure that the application is forthcoming.

Application information will only be shared among the Executive Director, Board members, and Membership Committee members (if required).

CRITERIA

Applicant nominations

The Applicant arranges for two nominations by current CAMDO-ODMAC members to be emailed to the CAMDO-ODMAC Executive Director.

Individual background & experience

The Applicant provides an up-to-date CV and Bio demonstrating professional qualifications.

Institution size and scope

The Applicant provides the operating budget of the institution they lead. 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 judged on the overall substance of its art museum

program, and not restricted on the basis of operating budget, per se. The operating budget is used to determine the level of membership fee.

The Applicant provides a description of the governance structure in place, a list of institutional policies, 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.

Institution mandate, reach, and relevance

The Applicant provides the mandate of the institution they lead.

The Applicant provides a short statement that explains the role and significance of the institution they lead to local, regional, national, and international communities, including to diverse communities and to Indigenous artists and communities.

ASSESSMENT

New member applications are assessed by the Board of CAMDO-ODMAC. Board members may request additional information of the Applicant and may also seek the advice of the Membership Committee. Decisions on membership are the sole responsibility of the Board.

Applicants must satisfy the eligibility criteria listed above. Both individual member and institutional criteria are considered in reviewing applications.

Assessments are based on an evaluation of the criteria listed above:

- Individual background & experience
- Institution size and scope
- Institution mandate and reach

The Board will interpret and apply the above-mentioned criteria with the goal of advancing strategic initiatives set out in the Strategic Plan (2018-2023), namely,

Foster diversity and inclusion in all aspects of museum and gallery practice through a revitalized and expanded membership.

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

MEMBERSHIP COMMITTEE

The Membership Committee includes the Past President who acts as Chair, as well as two members at large 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 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).

PART 3: CHECKLIST

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

- ☑ Arrange for two nominations by current CAMDO-ODMAC members to be emailed directly to the Executive Director.

Submit the information listed below by email to the Executive Director:

- ☑ an up-to-date CV demonstrating professional qualifications;
- ☑ a one to two paragraph Bio (in both English and French if available);
- ☑ the mandate of the institution;
- ☑ the institution's operating budget;
- ☑ a description of the governance structure in place;
- ☑ a list of institutional policies;
- ☑ the number of staff members;
- ☑ and a short statement that explains the role and significance of the institution they lead to local, regional, national, and international communities, including to diverse communities and to Indigenous artists and communities.

CONTACT

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