

MV'S WOMEN'S ADVISORY PANEL ~ TERMS OF REFERENCE (October 2017)
Prepared by Tracee Hutchison, Chair Music Victoria Women's Advisory Panel.

Objectives and scope of Activities

To provide a platform to represent the broad range of cultural and economic perspectives of women and people who identify as women who are working in music-related professions as part of Music Victoria's leadership and advocacy on societal issues in the creative sector.

Authorisation of the Advisory Panel

A recommendation for the establishment of The Women's Advisory Panel is made by the CEO and approved by the Music Victoria Board

Role of the Panel

- To advise Music Victoria on key issues and perspectives around gender representation, inclusion and economic opportunity as part of Music Victoria's leadership role in the music industry, and associated creative and media sector.
- To act as a standing and authoritative advisory forum for Music Victoria, including its Board, the music sector and the wider community on matters facing Victorian women and people identifying as women in the music industry and associated creative sectors.
- To release findings, recommendations and statements from time to time
- To identify and review relevant research/data to identify key opportunities and barriers facing Victorian contemporary artists
- Consider the range and importance of, and prioritise, issues and opportunities facing Victorian women and people identifying as women in the music industry and associated creative sectors a
- Act professionally and respectfully
- Be aware of Music Victoria's strategic plan to ensure proposed actions and activities align with agreed objectives
- Show industry engagement and support (e.g. being a member of Music Victoria)

TERMS OF REFERENCE:

Terms of Office: 24 months

- Members are appointed for and commit to two financial years.
- Members may be invited to nominate for the Women's Advisory Panel for a further year at the discretion of Music Victoria.
- Members may not serve on the Women's Advisory Panel for a period of longer than three consecutive years.

Meetings: Quarterly

- Music Victoria expects to hold at least four opportunities for group discussion each year, namely meetings at Music Victoria's office.
- Members are requested to attend meetings of the **Women's Advisory Panel**, or to give their apology, and ideally feedback in relation to the agenda items, as early as possible prior to the meetings.

- Music Victoria will appoint a Secretary from the operational staff to prepare agendas, papers and minutes.

Composition and membership:

- The Women's Advisory Panel will have a membership of at least 12 people. See Appendix 1 for current membership list.
- Membership is invited by nomination outlining the skills and expertise of the nominee, on a matrix based on the Music Victoria Board nominations skills matrix (to be finalised for this panel).
- Members of the Women's Advisory Panel will be able to suggest individuals for invitation to the panel by Music Victoria when appropriate (e.g. when a position opens up).
- Membership should reflect broad cross-section of artists and industry professionals across genre, demographic, CALD, WOC and gender-identifying women.
- Music Victoria in consultation with the Women's Advisory Panel will approve or reject an application for membership in its absolute discretion.
- Music Victoria and the Women's Advisory Panel may suspend or expel a panellist for conduct unbecoming a member or prejudicial to the interests of Music Victoria, or the panel.
- Panel members may be tasked with project-based roles as part of broader MV objectives and/or initiatives in line with our reporting responsibilities to funding bodies.

Meeting Agenda, Papers and minutes

- Meeting Agenda, Papers and minutes will be provided to the Board as part of project updates or within two weeks of any Panel meeting.
- Music Victoria will appoint a Secretary from the operational staff to prepare agendas, papers and minutes.

Confidentiality

- Discussions of the Women's Advisory Panel will be confidential.
- All members are bound by the Music Victoria **confidentiality policy**, and must not disclose to any person or organisation any confidential information.
- Members will act in accordance with the Music Victoria **social media policy** in relation to any matters arising from their membership of the Panel.

Conflict of Interest

If a panel member believes they may have a conflict of interest regarding a matter they are consulted on then, they should inform the Panel Chair who will determine an appropriate course of action.

Communication

1. Panel members are permitted to identify themselves as such
2. Panel members are not permitted to hold themselves out as representing the views of Music Victoria or the Women's Advisory Panel
3. All media enquiries should be directed to the CEO of Music Victoria
4. The email address of the Chair of the Women's Advisory Panel is wap@musicvictoria.com.au

Winding up of an Advisory panel

A recommendation to wind up the Women's Advisory panel is made by the CEO or Chair of the Music Victoria Board and approved by the Board.

APPENDIX 1 - CURRENT MEMBERSHIP:

CHAIR: Tracee Hutchison

SECRETARY: Al Parkinson

Immediate past membership of 25+ members was dissolved on August 30th pending EOI/nominations for new membership guidelines under new Music Victoria Terms of Reference in line with other MV Advisory Panels.

Appendix 2

Music Victoria Confidentiality Policy (from Board Handbook)

While Advisory Panel members are expected to exercise independence of mind in questioning issues that arise, outside the panel discussions, members are expected to support the letter and spirit of board and panel decisions in discussion with all external stakeholders.

They are also expected to keep confidential board discussions, deliberations and documents unless that disclosure has been authorised or is required by law.

Panel members should also refrain from any conduct which is likely to bring discredit upon the organisation.

Music Victoria Social Media Policy (adapted from existing policy)

SOCIAL MEDIA POLICY

Through the Computer Policy, Music Victoria restricts access to certain websites and limits non work-related use of organisation hardware and personal devices in work time.

However, with unrestricted out-of-hours access to personal web-enabled devices and home computers, employees, contractors and volunteers need to be aware that the concept of the workplace is not limited to the physical environment. Information or personal comments about the Organisation or comments made to or about other employees, made off the premises and/or in non-work time, that is in the public domain, may be treated by the Organisation the same as if the comments were in work time or on work premises.

Guidelines for Interaction about Music Victoria on the Internet

If you are writing for publication on the internet a piece that will mention Music Victoria and / or our current and potential products, employees, partners, customers, and competitors, identify that you are an Advisory Panel Member of Music Victoria and that the views are yours alone and do not represent the views of the organisation.

Unless given permission by the CEO, you are not authorised to speak on behalf of Music Victoria, nor to represent that you do so.

If you are writing for publication on the internet a piece that will mention Music Victoria and / or our current and potential products, employees, partners, customers, as a courtesy to the organisation, please let your Chair know that you are writing them.

Identifying inappropriate use

If you notice inappropriate or unlawful content online relating to the Music Victoria, or content that may otherwise have been published in breach of this policy, you should report the circumstances to your Chair.

Music Victoria recognises that you may wish to use social media in your personal life. This policy does not intend to discourage nor unduly limit your personal expression or online activities.

However, you should recognise the potential for damage to be caused (either directly or indirectly) to Music Victoria in certain circumstances via your personal use of social media when you can be identified as a Music Victoria employee/volunteer/contractor. Accordingly, you should comply with this policy to ensure that the risk of such damage does not occur.

You are personally responsible for the content you publish in a personal capacity on any form of social media platform. When in doubt, you should seek guidance from Music Victoria on how to comply with the following obligations.

Where your comments or profile can identify you as a Music Victoria Advisory Panel member, you must:

- only disclose and discuss publicly available information
- ensure that all content published is accurate
- expressly state on all postings the stated views are your own and are not those of Music Victoria
- be polite and respectful to all people you interact with

- adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws.

You must not:

- post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful
- imply that you are authorised to speak as a representative of Music Victoria, nor give the impression that the views you express are those of Music Victoria
- use the identity or likeness of another employee, contractor or volunteer or other member of Music Victoria and
- use or disclose any confidential information obtained in your capacity as an employee/contractor/volunteer of Music Victoria
- make any comment or post any material that might otherwise cause damage to Music Victoria' reputation or bring it into disrepute.

Defamation

- You should refrain from publishing material that may cause injury to another person, organisation, association or organisation's reputation, and should seek further guidance if publication of such material is thought to be necessary.

Offensive or obscene material

Material may be offensive or obscene and may infringe relevant online classification laws if it pornographic, sexually suggestive, harassing, hateful, racist, sexist, abusive or discriminatory.