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**Watts Community Forum Terms of Reference**

**These Terms of Reference describe the purpose of the Watts Community Forum and the activities its members agree to undertake.**

**Role and purpose**

The role of the Watts Community Forum is to provide advice, insight and guidance to Watts Gallery Trust in support of the development of the organisation’s future projects, including but not limited to events and exhibitions programmes, the visitor offer, and communication strategies.

The Watts Community Forum serves as a sounding board for ideas, questions and interrogation of concepts generated by the Watts team.

Recommendation and feedback will be shared with the Senior Leadership Team and Executive Board. The Director, Alistair Burtenshaw and the Executive Board, hold ultimate responsibility for the shape and delivery of projects for the Trust.

**How the Watts Community Forum works**

**Meetings**

Watts Community Forum members attend 4 meetingsper year. These meetings are held in an accessible and private meeting space at the Artists’ Village. The theme/focus of the meeting will be set and communicated along with an agenda one week in advance of the meeting with any relevant papers/ videos to read/watch in advance.

Areas of debate may include:

● development of an event or exhibition concept

● strategies to reach specific audiences

● how we can be more inclusive in our communications

● considering our digital offering and website

● exhibition or event feedback and evaluation

● the visitor experience and how we can be more accessible

● how we interpret and display our collections and tell our stories

The meeting will be facilitated by Elle Harrison from Wild Courage with Kate Branson, Audience, Research and Brand Strategist for Watts Gallery Trust.

Meetings will take place in January, April, July and October.

**Informal activities**

Watts Community Forum members will be invited to attend events and exhibition previews at Watts Gallery – Artists’ Village and in some instances may be invited to share their experiences and feedback afterwards via on online form. Attendance of events is optional.

Community Forum members will be offered a joint membership to the Watts Friends scheme, allowing Forum members and their families free entry to the site along with discounts in the Shop and Tea Shop for the duration of their time as Forum members.

**Recruitment of Watts Community Forum members**

This wave of recruitment to the Watts Community Forum is ongoing. We are seeking to appoint 1-2 new members. Thereafter, we will have a rolling open invitation for people to express an interest in joining the Watts Community Forum and new members will be appointed should a space become available.

**Term of service**

Watts Community Forum members will serve a 18 month term, which can be extended by 6 months thereafter by mutual agreement. After 4 years a Community Forum Member will be respectfully asked to stand down to make way for fresh membership. Previous members will be able to re-join after a 12-month break of service. Members may resign from their role at any time during their term.

**Service Rules**

Watts Community Forum members must attend at least 3 meetings per year to remain on the Forum. If more than 2 meetings are missed concurrently, we will assume you have relinquished your position on the Watts Community Forum. Please contact us if there are extenuating circumstances that have prevented your regular attendance and we can review the membership together.

**Accountability**

Watts Community Forum members operate in an “advisory capacity” and are not accountable for the outcome or the delivery of work by Watts Gallery Trust. However, we would positively encourage and support Watts Community Forum members to become advocates and champions of Watts Gallery Trust in their communities and networks.

**Confidentiality**

Watts Community Forum members will keep confidential the discussion that takes place and information that they receive in the capacity of their work with Watts Gallery Trust.

**Status: Approved**

**Revised: 06.11.23**

**Sign off: KB**

**Review Date: 31.10.24**