

## **Development Working Group**

### **Terms of Reference**

**January 2015**

The Development Working Group shall have responsibility for the development of strategies for the future development of the Museum and its estates to enable it to thrive as a contemporary museum able to engage with as wide an audience as possible.

The Development Working Group will make recommendations to the Board of Trustees in the following areas:

- Outlining possible strategies for the Museum's future development
- Recommending to the main board medium and long term development strategies and plans
- Oversight of Museum feasibility and options analysis to support the development strategy
- Oversight of detailing planning for projects outlined within the development strategy
- Advising on the use of the Museum estate and property
- Advising on the appointment of architects, engineers and surveyors
- Monitoring of property projects
- Monitoring the policies of grant giving bodies and advising the Board on development fundraising

#### **Communication of Activities**

- The activities of the Development Working Group shall be verbally reported upon at meetings of the Board of Trustees and recorded in the minutes of those meetings.

#### **Composition**

- The Development Working Group shall comprise up to three Trustees elected by the Board with the Executive Director attending ex-officio. Co-options can be made as required.
- There shall be a quorum of two elected Trustees for the valid discharge of business.

#### **Arrangement of Meetings**

- The Development Working Group shall meet as and when appropriate in relation to progress on development projects and the needs of the Board.

**Memberships in effect of October 2014:**

Peter Down  
Peter Foster  
Richard Breward  
Liz Arkell  
Kath Fox  
Jon Murden

v.2 – January 2015 revision