Archives and Collections Advisory Group - Remit and Membership.

Reports to: Academic Council

1. Purpose

To be responsible, on behalf of Academic Council, for oversight of the strategic development of the Glasgow School of Art's Archives and Collections (A&C) by providing independent expertise, academic insight and external perspectives. The Advisory Group will consider and provide advice on A&C matters relating to collections, public engagement, research, teaching integration, and the service's role in the wider cultural and academic community.

2. Objectives

The Advisory Group will:

a) Maintain oversight of strategic priorities in line with the GSA's Strategic Plan and the A&C's mission.
b) Assume delegated responsibility from Academic Council for the approval of loans and de-accessions.
c) Advise Academic Council on the management, development and use of the GSA's A&C, including accreditation, in line with recognised professional standards.
d) Review and recommend to Academic Council proposed changes to policy and introduction of new policy in relation to A&C.
e) Promote the integration of the Archives and Collections into academic research and teaching.
f) Offer guidance on collections management, curatorial practice, and exhibition development.
g) Provide external perspective on audience development, public engagement, and community partnerships.
h) Support funding initiatives, stakeholder engagement, and institutional visibility.
i) Ensure that the Service upholds best practice in ethics, diversity, inclusion, and accessibility.

3. Membership

Ex officio members

- Head of School (Chair)
- The Head of Archives and Collections
- The Engagement Lead
- The Collections Lead

Appointed members

- Up to 4 members of GSA Academic Staff to include representation from the research community
- Up to 2 members of GSA Professional Services Staff
- Up to 4 External Experts from the museums, archives and heritage sectors, including University Museums.
- Up to 2 representatives from community or cultural organisations.
- At least 1 student or early-career representative.

Co-Opted Members

- Member of staff from the GSA Library Special Collections
- Director of GSA Exhibitions

Secretariat: A member of the Archives and Collections Team.

Appointed members are appointed by the Advisory Group. An appointed member's terms of office is three-years, for a maximum of two terms.

4. Meetings and Operations

- The Group will meet four times annually, reporting to the corresponding meeting of Academic Council
- Meetings may be held in person or online, with hybrid options encouraged.
- A quorum consists of at least 50% of the membership, including the Chair or their delegate.
- Minutes will be recorded and circulated, and key actions or recommendations will be tracked.
- Members are required to declare any conflicts of interest and maintain confidentiality where required.

5. Reporting Structure

- A quarterly report on Archives and Collections will be submitted to the corresponding meeting of Academic Council. This report will include a summary of all loans and de-accessions agreed in that quarter.
- An Annual Report with an overview of activity will be submitted to the first meeting of Academic Council of the academic session. A summary of the Advisory Group's work may be included in the annual report.