

Below is a terms of reference that will be fully implemented as of spring, 2018. A brief, in time, version of this ToR, will be used to decide on the initial committee in Fall of 2017.

Terms of Reference for “Student Art Curatorial Selection Committee Representative”

Beginning of Terms of Reference.

Each school year, prior to the annual SOFA SA elections, two full-time undergraduate students are to be elected to the positions of “Undergraduate Student” on the Student Art Curatorial Selection Committee by the current SOFA SA Council.**

*** Full-time as understood by School of Art, University of Manitoba. BFA, BFA Hons, BFA Art History, BFA Art History Honours, and Fine Art Diploma are eligible.*

This is to be done in the following way:

1. Establish “Student Art Curatorial Selection Committee Representative” Ad-Hoc Committee

Current SOFA SA Council will establish a “Student Art Curatorial Selection Committee Representative” Ad-Hoc Committee. This Ad-Hoc Committee will follow Article 8 of the SOFA Constitution, with the stipulation that the Ad-Hoc Committee be made up of “at least two members of SOFA Council and the previous year’s two Undergraduate Student on the Student Art Curatorial Selection Committee by the current SOFA SA Council”.**

2. Call for applicants:

Call for applicants must go out one month (30 days) prior to Decision by Council. It is the responsibility of each year’s council to ensure awareness of the positions and transparency of process.

Call for applicants runs for two weeks, with possibility of extension if there’s limited interest.

An example ‘Call for applicants’ is outlined at the end of this document. Examples of ways to promote include: SoA E-memo, SOFA SA’s Social Media, SoA-wide Email, Posters, word of mouth.

3. Review of Applicants:

All submissions of Application must be distributed amongst SOFA SA Council members as they are received.

SOFA SA Council is to consider applicants based on experience, initiative, ability to work with others and ability to work within the Student Art Curatorial Selection Committee's mandate/ duties as listed in Call for Applicants.

SOFA SA is committed to a fair selection process. Candidates will be chosen for interview based on the above criteria, while ensuring equal opportunity for all SoA students eligible.

Four applicants will be selected to be interviewed by members of SOFA SA Council.

These 'final four' will be selected by Council members submitting their 'final four' recommendations from the pool of applicants. The four candidates with the most recommendations will be interviewed.

4. Interview of four Applicants:

Each candidate receives the same list of questions as determined by the "Student Art Curatorial Selection Committee Representative" Ad-Hoc Committee.

4. Decision:

SOFA SA Council considers these final four applicants based on experience, initiative, ability to work with others and ability to work within the Student Art Curatorial Selection Committee's mandate/ duties as listed in Call for Applicants.

Decision is to be made two weeks after end of Call for Applicants.

A majority vote is required.

5. Responsibilities and duties of Student Art Curatorial Selection Committee Representatives

- Have, at least, one representative attend SOFA SA Council Meetings.
- Work within the mandate/duties as established by the Student Art Curatorial Selection Committee.
- Serve a one year term, commencing September 1 of the academic session.
- As they are elected by SOFA SA, they will not be a voting member on SOFA SA, unless they hold another, elected position on council.

End of Terms of Reference.

Call for Applicants Example

SOFA SA Council seeks two full time School of Art students for the positions of Student Art Curatorial Selection Committee Representatives.

Please submit the following to sofasa@gmail.com

Portfolio - Documentation of relevant experience (All relevant experience will be encouraged and accepted. I.e. Not limited to visual documentation and open to writing examples, and more.)

CV

Cover Letter

- "Full Time" as defined by the University of Manitoba's School of Art.
- "School of Art students" includes those pursuing: BFA, BFA Honours, BFA Art History, BFA Art History Honours, and Fine Art Diploma.

Please direct any comments, questions or concerns to sofasa@gmail.com