

**Terms of Reference: McIntosh Gallery Committee**

**Effective Date:** June 25, 2020

**Supersedes:** November 2016; June 2010

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**GENERAL**

1. The McIntosh Gallery, which was opened to the public on June 26th, 1942, was the first University Art Gallery to be established in Ontario. It was built with a substantial bequest from the Estate of Wilhelmina Morris McIntosh to the memory of her husband, J. Gordon McIntosh. The agreement between the University and the Executors of the Estate provided for the cost of construction of the Gallery. Fifty percent of the income from the remaining portion of the estate is to be used by the McIntosh Gallery for the purchase of art and the maintenance of the building. The remaining fifty percent is to be used for the advancement of music, public speaking, business, and geography.
2. The function of the McIntosh Gallery is to be a cultural and resource centre for the University. As well as being used for the display and study of the University Collection, it is the focal point for visiting exhibitions of visual art to be shown to the University community and the public and for the staging of related activities.
3. The McIntosh Gallery Collection consists of approximately 4000 (as of 2020) works of art that have been acquired by the University through the following means:
  - (a) the bequest from the McIntosh Estate;
  - (b) donations by the Alumni Association;
  - (c) donations and bequests by individual benefactors;
  - (d) purchases by the McIntosh Gallery;
  - (e) Western University's portraits of record.

**THE McINTOSH GALLERY COMMITTEE**

4. The McIntosh Gallery Committee is a standing committee of the Board of Governors established for purposes as follows:
  - (a) To supervise the bequests to the University from the McIntosh Estate under the terms of the Will.
  - (b) To control such income as may accrue to the University from the Estate and to make purchases or allocate funds within the terms of the Will.

- (c) To develop and establish policies for the operation of the McIntosh Gallery and for the control, custody and maintenance of the McIntosh Gallery Collection.
- (d) To develop and establish policies to govern the acquisition of art objects for inclusion in the McIntosh Gallery Collection, and the deaccessioning therefrom.
- (e) To make recommendations for the acceptance of gifts or bequests of art objects in accordance with Board policy on Gift Acceptance.
- (f) To exercise general surveillance over funds which have been established for the acquisition of art objects, and to authorize expenditures from such funds.
- (g) To report to the Board of Governors annually on the purchase of art objects.
- (h) To report to the Board annually the yearly appropriations for the purchase of art objects which shall be administered in accordance with the terms of reference governing such funds.

**MEMBERSHIP and PROCEDURES**

5. The McIntosh Gallery Committee shall be composed as follows:

*Ex Officio*

The President & Vice-Chancellor (or designate)  
The Provost and Vice-President (Academic) (or designate) – non-voting  
The Director/Chief Curator of the McIntosh Gallery (Secretary) – non-voting  
The Chair of the Department of Visual Arts

*Appointed or Elected*

Three members of the Board to be appointed annually by the Board on the recommendation of the Executors of the McIntosh Estate.

Up to 6 members-at-large appointed by the Board of Governors on nomination by the McIntosh Gallery Committee for three-year terms, renewable once.

Two members elected by the Senate for two-year terms.

The Chair and Vice-Chair of the Committee shall be elected annually by the Committee.

- 6. The Committee shall normally meet three times per year or at the call of the Chair.
- 7. The Committee shall establish an annual work plan.
- 8. The Committee shall review its terms of reference every three years.

9. Quorum is a majority of voting members.

**DIRECTOR/CHIEF CURATOR OF THE MCINTOSH GALLERY**

10. The Director/Chief Curator of the McIntosh Gallery shall be responsible to the Provost & Vice-President (Academic) for the overall administration of the McIntosh Gallery and its exhibitions and programs as well as for the control, custody and maintenance of the McIntosh Gallery Collection in accordance with policies established by the McIntosh Gallery Committee. This shall include budgetary responsibility for:
  - (a) allocations from the income of the Estate,
  - (b) allocations from funds established for the acquisition of art objects; and
  - (c) all other revenue received from various sources, such as granting agencies, donations and the ArtShare Program

The Director/Chief Curator shall cooperate closely with the Department of Visual Arts.